

March 17, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY REPORT ON HIRING AND PROMOTION REQUESTS

On November 13, 2001, the Board reaffirmed and expanded the existing countywide hiring and promotional freeze policy in an effort to mitigate potential budget reductions. To monitor effectiveness and consistency in application of the amended policy, the Chief Administrative Office developed a quarterly report on hiring and promotional requests. This information is being provided to you as part of an ongoing effort to keep the Board informed of progress in this area.

For the second quarter of fiscal year 2002-03, 2,008 requests were received from departments. By the close of the quarter, 1,757 had been approved (consisting of 885 new hires and 872 promotions); 207 had been denied; and 44 were pending a decision. The approvals, which were critical to the mission of departments, consisted primarily of 163 new hires and 20 promotions in Children and Family Services, 157 new hires and 51 promotions in Health Services, 44 new hires and 46 promotions in Mental Health, 47 new hires and 12 promotions in Probation, 213 new hires and 247 promotions in Public Social Services, 1 new hire and 121 promotions in Registrar-Recorder/County Clerk, and 11 new hires and 108 promotions in the Sheriff's Department. The first two pages of the attached report summarize these actions by department. The remaining pages provide detailed information, including type of authorization requested (i.e., hiring or promotion), classification, justification, approval or denial and the reason for the approval or denial.

This report may not reflect hiring and promotional actions by departments that are exempt from the policy. Consistent with the Board's policy, these exemptions include health and safety positions, personnel funded through Special Districts/Special Funds, and other positions that are deemed critical to the department's operations.

If you have any questions or need additional information, your staff may contact Sid Kikkawa at (213) 974-1133 or Jacqueline White at (213) 974-1155.

DEJ:DL
JW:AHW:vyg
Attachments

Hiring and Promotion Requests
Fiscal Year 2002-03
Second Quarter (October - December 2002)

Department	Hires			Promotions			Total Requests
	Approved	Denied	Pending	Approved	Denied	Pending	
Affirmative Action	2	1	0	2	0	0	5
Agricultural Commissioner/Wts & Measures	0	0	0	0	0	0	0
Alternate Public Defender	3	0	0	0	0	0	3
Animal Care and Control	2	0	0	0	0	0	2
Assessor	2	0	0	23	0	0	25
Auditor Controller	26	10	0	20	0	0	56
Beaches and Harbors	1	1	0	2	1	0	5
Board of Supervisors	15	0	0	3	0	0	18
Chief Administrative Office	12	0	0	46	8	0	66
Chief Information Office	0	0	0	0	0	0	0
Child Support Services	65	0	0	3	0	0	68
Children & Family Services	163	19	0	20	24	0	226
Community & Senior Services	12	8	0	6	16	0	42
Consumer Affairs	0	0	0	1	0	0	1
Coroner	5	0	0	0	0	0	5
County Counsel	9	0	0	25	0	0	34
District Attorney	14	0	0	27	0	0	41
Health Services - Coastal Cluster	1	0	1	2	0	5	9
Health Services - Northeast Cluster	6	8	0	5	1	0	20
Health Services - Health Services Administration	14	0	7	12	0	6	39
Health Services - Public Health Programs	52	1	4	16	0	1	74
Health Services - Antelope Valley Cluster	4	0	0	0	0	1	5
Health Services - Children's Medical Services	63	0	1	6	0	0	70
Health Services - Office of AIDS Programs & Policy	11	0	0	2	0	0	13
Health Services - Alcohol and Drug Programs	6	0	0	8	0	0	14
Human Relations Commission	1	0	0	1	0	0	2
Human Resources	11	1	0	21	4	0	37
Internal Services	13	3	0	55	9	0	80
MacLaren Children's Center	0	0	0	0	0	0	0
Mental Health	44	11	0	46	18	0	119
Military & Veterans Affairs	0	0	0	0	0	0	0
Museum of Art	0	0	0	0	0	0	0
Office of Public Safety	2	0	0	7	19	0	28
Ombudsman	0	1	0	0	0	0	1
Parks and Recreation	20	0	0	7	0	0	27
Probation	47	15	0	12	0	0	74

Hiring and Promotion Requests
Fiscal Year 2002-03
Second Quarter (October - December 2002)

Department	Hires			Promotions			Total Requests
	Approved	Denied	Pending	Approved	Denied	Pending	
Public Defender	16	0	0	7	0	0	23
Public Social Services	213	1	0	247	0	0	461
Regional Planning	6	0	0	9	10	0	25
Registrar Recorder/County Clerk	1	0	0	121	0	0	122
Sheriff	11	2	1	108	14	17	153
Treasurer and Tax Collector	12	0	0	2	1	0	15
Totals	885	82	14	872	125	30	2,008

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Affirmative Action (#11155)

11/04/02	1	1681A		Deputy AACO	H	Critical for Sexual Harassment training	Approved	12/05/02	Critical need - provides direct client services
11/04/02	1	1677A		EEOC Investigator	H	Critical for contract solicitation	Approved	12/05/02	Critical need - provides direct client services
11/04/02	1	913A		Staff Assistant II	H	Critical for Sexual Harassment training	Denied	12/05/02	Denied due to salary savings requirements
11/12/02	2	1234A	Accountant I	Accountant II	P	Paired Class	Approved	11/14/02	Paired Class - Required by MOU

Hires-Approved	2
Hires-Denied	1
Promotions-Approved	2
Total	5

Alternate Public Defender (#15575)

10/01/02	1	2161A		LOSA II	H	Critical position	Approved	11/07/02	Critical position to support APD unavailability
10/22/02	1	2161A		LOSA II	H	Vacancy ratio	Approved	10/25/02	100% vacancy in unit - Long Beach branch office
12/02/02	1	2915A		Investigator II	H	Critical position	Approved	12/06/02	Critical position to support APD unavailability and to back-fill for person on extended medical leave

Hires-Approved	3
Total	3

Animal Care & Control (#18950)

10/10/02	1	2114A		Sr Mgmt Sec I	H	Critical support	Approved	10/24/02	Critical support to Chief Deputy
10/10/02	1	2094A		Sec I	H	Revenue offset	Approved	10/24/02	Revenue offset & critical support to executive management

Hires-Approved	2
Total	2

Assessor (#10200)

10/24/02	2	3608A		Engineering Aid III	H	Positions will update and maintain dept's maps	Approved	11/21/02	Critical for re-appraisals that will add an est \$1.9B to the Tax Roll
10/30/02	1	3621A	Survey Mapping Tech	Sr Survey Mapping Tech	P	Receiving an out-of-class bonus for over a year	Approved	11/21/02	Encumbered against the budgeted and vacant item for more than a yr
10/30/02	4	1968A	Appraiser Specialist I	Supvgr Appraiser	P	Receiving an out-of-class bonus for over a year	Approved	11/21/02	Encumbered against the budgeted and vacant item for more than a yr
10/30/02	3	1140A	Intermediate Clerk	Senior Clerk	P	Receiving an out-of-class bonus for over a year	Approved	11/21/02	Encumbered against the budgeted and vacant item for more than a yr
10/30/02	1	1970B	Appraiser Specialist I	Principal Appraiser	P	Receiving an out-of-class bonus for over a year	Approved	11/21/02	Encumbered against the budgeted and vacant item for more than a yr
10/30/02	1	0577A	Intermediate Clerk	Account Clerk I	P	Receiving an out-of-class bonus for over a year	Approved	11/21/02	Encumbered against the budgeted and vacant item for more than a yr
12/12/02	13	1962A	Appraiser Trainee	Appraiser	P	Completion of training program/revenue offset	Approved	12/24/02	In recognition of commitment made upon initial employment offer

Hires-Approved	2
Promotions-Approved	23
Total	25

Auditor-Controller (#10700)

10/10/02	2	0679A	Intermediate Accountant-Auditor	Sr Accountant Auditor	P	Performing duties of higher position for 11 months	Approved	10/15/02	Incumbents have been performing higher level critical duties
10/10/02	1	0647A	Accountant I	Accountant II	P	Performing duties of higher position for 10 months	Approved	10/15/02	Incumbent has been performing higher level critical duties
10/10/02	1	0685A	Program Specialist III	Chief Account-Auditor	P	Performing duties of higher position for 10 months	Approved	10/15/02	Incumbent has been performing higher level critical duties
10/18/02	1	0643A		Acctg Tech II	H	Ensures distribution of CRA revenues	Denied	11/04/02	Requested 2 positions; approved 1 position to perform the critical work
10/18/02	1	0643A		Acctg Tech II	H	Ensures distribution of CRA revenues	Approved	11/04/02	Requested 2 positions; approved 1 position to perform the critical work
10/18/02	1	0675A		Accountant-Auditor	H	Respond to Board requests and assist in management reviews	Denied	11/04/02	Requested 5 positions; approved 4 position to perform the critical work
10/18/02	4	0675A		Accountant-Auditor	H	Respond to Board requests and assist in management reviews	Approved	11/04/02	Requested 5 positions; approved 4 position to perform the critical work
10/18/02	1	0712A		Program Specialist I	H	Ensures distribution of CRA revenues	Denied	11/04/02	Requested 2 positions; approved 1 position to perform the critical work
10/18/02	1	0712A		Program Specialist I	H	Ensures distribution of CRA revenues	Approved	11/04/02	Requested 2 positions; approved 1 position to perform the critical work
10/18/02	2	0712A		Program Specialist I	H	Ensures distribution of CRA revenues	Approved	11/04/02	One position is 100% offset from CRA Contract Revenue

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Auditor-Controller (#10700) continued

10/18/02	2	0713A		Program Specialist II	H	Develop payroll training manual and train County employees	Approved	11/04/02	100% revenue offset through revenue and IFT
10/18/02	1	0713A		Program Specialist II	H	Supervises 12 staff, previous incumbent was promoted	Approved	11/04/02	Previous incumbent was covering the duties of both positions for 5 months
10/18/02	1	0713A		Program Specialist II	H	Critical need to reduce backlog in Board requested investigations	Approved	11/04/02	80% revenue offset and failure to fill could result in undetected fraud
10/18/02	1	0907A		Staff Assistant I	H	Answers and responds to calls placed to employee hotline	Denied	11/04/02	10 of 12 items are filled in this unit
10/18/02	1	0913A		Staff Assistant II	H	Supports 1 Div Chief and 3 Section Managers	Approved	11/04/02	Position added to 02-03 Budget. Can offset \$0.32 for every \$1.00 against property tax administrative fees
10/18/02	1	1138A		Intermediate Clerk	H	Updates CAPS Vendor Table	Denied	11/04/02	8 of 9 budgeted items are already filled in unit
10/18/02	2	1138A		Intermediate Clerk	H	Process property tax refunds	Approved	11/04/02	Critical need & workload issue
10/18/02	1	1140A		Sr Clerk	H	Reconciles countywide travel expenditures	Denied	11/04/02	No vacant budgeted item
10/18/02	1	1343A		Payroll Specialist II	H	To reduce the backlog of accident and megaflex adjustments	Approved	11/04/02	100% revenue offset through revenue and IFT
10/18/02	1	1367A		Tax Services Clerk II	H	Respond to public inquiries and management request	Denied	11/04/02	Not justified as mission critical
10/18/02	1	1368A		Tax Services Specialist	H	Respond to public inquiries and management request	Denied	11/04/02	Not justified as mission critical
10/18/02	2	1573A		Claims Investigator II	H	Respond to claims in a timely manner	Approved	11/04/02	75% vacancy rate
10/18/02	1	1891A		Sr Personnel Asst	H	Coordinates all payroll matters related to department employees	Approved	11/04/02	25% vacancy rate
10/18/02	2	2648A		Acctg Sys Analyst II	H	Provide support to Welfare Disbursement, Payroll, and Timekeeping	Denied	11/04/02	Requested 6 positions; approved 4 position to perform the critical work
10/18/02	4	2648A		Acctg Sys Analyst II	H	Provide support to Welfare Disbursement, Payroll, and Timekeeping	Approved	11/04/02	Requested 6 positions; approved 4 position to perform the critical work
11/21/02	1	0647A		Accountant II	H	Incumbent is retiring	Approved	12/05/02	The accounts payable duties cannot be absorbed by other personnel
11/21/02	1	0654A		Principal Accountant	H	Incumbent is transferring to another dept	Approved	12/05/02	Incumbent managed 18 accounting and specialized clerical positions
11/21/02	1	1849A		Sr DPT	H	Incumbent is transferring to another dept	Approved	12/05/02	25% vacancy factor & existing duties cannot be absorbed by other staff
12/11/02	1	0677A	Accountant-Auditor	Accountant-Auditor	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbent has been performing higher level critical duties
12/11/02	4	0679A	Intermediate Accountant-Auditor	Sr. Accountant-Auditor	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbents have been performing higher level critical duties
12/11/02	1	0857A	Acctg Sys Analyst I	Acctg Sys Analyst II	P	Performing duties of higher position for 12 months	Approved	12/24/02	Incumbent has been performing higher level critical duties
12/11/02	1	0898A	Payroll Specialist III	Supvg AA III	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbent has been performing higher level critical duties
12/11/02	1	1176A	Intern Calc Mach Op	Intern Supvg Clerk	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbent has been performing higher level critical duties
12/11/02	2	1344A	Payroll Specialist II	Payroll Specialist III	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbents have been performing higher level critical duties
12/11/02	5	2649A	Asst Acctg Sys Analyst	Sr Acctg Sys Analyst	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbents have been performing higher level critical duties
12/11/02	1	2658A	ITC	Sr Data Control Clerk	P	Performing duties of higher position for 10 months	Approved	12/24/02	Incumbent has been performing higher level critical duties

Hires-Approved	26
Hires-Denied	10
Promotions-Approved	20
Total	56

Beaches & Harbor (#27510)

10/09/02	1	0977A		Sr Marketing Analyst	H	Overhire incumbent against lower-level item that was originally allocated to head Permits & Services Section.	Denied	10/30/02	Lower-level item was allocated to oversee the section. Overhiring incumbent would not be commensurate with the scope and responsibility of the higher-level item.
10/09/02	1	1773A	Marketing Analyst	Sr Marketing Analyst	P	Position needed to oversee solicitation, negotiation and implementation of Dept's marketing program	Denied	10/30/02	Overhire of incumbent denied - insufficient justification.
10/30/02	1	2512A		EDP Prog Analyst II	H	Position responsible for critical systems administration functions.	Approved	11/21/02	Critical to Department's Information Systems operations.

HIRING AND PROMOTION REQUESTS
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2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Beaches & Harbor (#27510) continued

12/17/02	1	6061A	TBD	Refuse Truck Helper	P	Health and safety - necessary for keeping beaches safe and in sanitary condition.	Approved	01/09/03	Critical health and safety - beach maintenance and safety.
12/30/02	1	4107A	Regional Planning Assistant I	Planner	P	Critical position in Planning Division.	Approved	01/30/03	Critical to Department's beach and harbor planning and development.

TBD - To be determined

Hires-Approved	1
Hires-Denied	1
Promotions-Approved	2
Promotions-Denied	1
Total	5

Board of Supervisors (#10010)

10/01/02	1	1098A	Board Specialist (O)	Board Specialist	P	Critical support to Board offices and client depts	Approved	10/22/02	Compliance with Civil Service Rule; retains quality employee
10/08/02	1	1108A	Sr Board Specialist	Head Board Specialist	P	Critical support to Board offices and client depts	Approved	10/22/02	Critical need - retains quality employee
10/15/02	1	9946A		Supvr's Assist Deputy III	H	Critical support to Supervisor Knabe	Approved	10/17/02	Critical need
10/15/02	1	9937F		Supvr's Staff Assist I	H	Critical support to Supervisor Knabe	Approved	10/17/02	Critical need
10/15/02	1	9940A		Supvr's Staff Assist II	H	Critical support to Supervisor Antonovich	Approved	10/17/02	Critical need
10/17/02	1	9934A		Supvr's Staff Assist	H	Critical support to Supervisor Yaroslavsky	Approved	10/17/02	Critical need
10/17/02	1	9947A		Supvr's Deputy	H	Critical support to Supervisor Antonovich	Approved	10/17/02	Critical need
10/31/02	1	2346A		Procurement Assist II	H	Critical support to Board offices and client depts	Approved	10/31/02	Critical need - retains quality Superior Court employee
10/31/02	1	2591A		Data System Analyst II	H	Critical IT support	Approved	10/31/02	Critical need - retains quality Superior Court employee
10/31/02	1	9934A		Supvr's Staff Assist	H	Critical support to Supervisor Yaroslavsky	Approved	10/31/02	Critical need
11/05/02	1	9934A		Supvr's Staff Assist	H	Critical support to Supervisor Burke	Approved	11/05/02	Critical need
11/12/02	1	1099A		Interm Board Specialist	H	Critical workload in Ads/Ordinances/Zoning operation	Approved	11/21/02	Critical need - offset by reduction of temporary agency workers
11/12/02	1	1099A		Interm Board Specialist	H	Critical workload in Minutes/Communications operation	Approved	11/21/02	Mission critical - improves dissemination of information
11/27/02	1	9947A		Supvr's Deputy	H	Critical support to Supervisor Molina	Approved	11/27/02	Critical need
12/10/02	1	9946A		Supvr's Assist Deputy III	H	Critical support to Supervisor Knabe	Approved	12/11/02	Critical need
12/20/02	1	9942A		Supvr's Staff Assist III	H	Critical support to Supervisor Molina	Approved	12/26/02	Critical need
12/30/02	1	0907A	Sr Typist Clerk	Staff Assistant I	P	Board approved reclassification	Approved	01/07/03	Critical need - Board approved reclassification
12/31/02	1	9104A		Executive Assistant, DCFS	H	Direct support to the Commission for Children and Families	Approved	01/02/03	Critical need - IFT/Revenue offset

Hires-Approved	15
Promotions-Approved	3
Total	18

Chief Administrative Office (#10100)

10/01/02	1	0816A		PS II, CAO	H	Critical need - position to support Workers' Compensation Program.	Approved	10/09/02	Filling critical staff support function in Workers' Compensation Program. Position offset by program billing.
10/01/02	1	0830A		Principal Analyst, CAO	H	Critical need - departmental analyst vacancy in Justice Program.	Approved	10/17/02	Provides critical central agency budget oversight.
10/01/02	1	0830A		Principal Analyst, CAO	H	Critical need - provides management oversight of Quality and Productivity Commission Liaison Program.	Approved	10/21/02	Position will backfill critical management vacancy in Quality and Productivity Commission Liaison Program. Position offset by revenue billings.
10/01/02	1	0829A		Senior Analyst, CAO	H	Critical need - analyst vacancy in Capital Projects program.	Approved	10/21/02	Filling critical vacancy in Capital Projects program. Position is offset by billings to various capital projects.
10/08/02	1	2102A		Sr Sec III	H	Critical need - provides clerical/staff support functions.	Approved	10/08/02	Position will alleviate clerical/staff shortage.
10/31/02	1	2102A		Sr Sec III	H	Critical need - provides clerical/staff support functions.	Approved	10/31/02	Position will backfill clerical/staff vacancy.
11/01/02	1	0829A		Senior Analyst, CAO	H	Critical need - analyst vacancy in Finance.	Approved	11/12/02	Filling vital analyst vacancy in Finance.

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
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Chief Administrative Office (#10100) continued									
11/07/02	1	9097A	Principal Analyst, CAO	Chief, Children's Resource Development	P	Incumbent to oversee Children's Services Resource Development Program.	Approved	11/26/02	Program and position was approved in 2002-03 Final Changes.
11/13/02	2	7973A	Graphic Artist, CAO	Sr Graphic Artist, CAO	P	Performing duties of a higher position.	Approved	11/14/02	Performing duties of a higher position.
11/22/02	1	0817A		PS III, CAO	H	Filling a vacancy in the "Investing in Early Educators Stipend Program" (AB212), a grant	Approved	11/25/02	Position supports AB212 Stipend Program which is fully offset by grant funding.
12/04/02	1	2214A		ITC	H	Critical need - provides clerical/staff support functions.	Approved	12/16/02	Position will alleviate clerical/staff shortage.
12/16/02	1	0861A	Division Chief, CAO	Assistant Admin Officer (UC)	P	Critical need - filling a vacant manager position to oversee operations.	Approved	12/23/02	Backfill of a critical management vacancy.
12/16/02	1	0845A		Assistant Division Chief, CAO	H	Critical need - filling a vacant manager position in Urban Research.	Approved	12/23/02	Backfill of a critical management vacancy in Urban Research operations.
12/16/02	2	0845A	Principal Analyst, CAO	Assistant Division Chief, CAO	P	Critical need - backfill of management vacancies.	Approved	12/23/02	Key position - Provides essential administrative support.
12/16/02	1	0846A	Assistant Division Chief, CAO	Division Chief, CAO	P	Critical need - backfill of management vacancy.	Approved	12/23/02	Key position - Provides essential administrative support.
12/19/02	1	1002A		ASM I	H	Critical need - filling vacant analyst position in Finance.	Approved	12/19/02	Position will fill a critical vacancy in Finance
12/19/02	5	0827A	Associate Analyst, CAO	Analyst, CAO	P	Incumbent program responsibilities have increased.	Approved	12/31/02	To cover incumbents' increased workload responsibilities
12/19/02	2	0819A	Senior Analyst, CAO	Chief PS, CAO	P	Incumbent to assume greater program workload responsibilities.	Approved	12/31/02	To assume additional program oversight responsibilities
12/19/02	1	0819A	PS IV, CAO	Chief PS, CAO	P	Incumbent to assume greater program workload responsibilities.	Approved	12/31/02	To assume additional program oversight responsibilities
12/19/02	1	0819A	PS IV, CAO	Chief PS, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.
12/19/02	1	0830A	Senior Analyst, CAO	Principal Analyst, CAO	P	Incumbent to become departmental lead analyst in Social Services Program.	Approved	12/31/02	Lead analyst position to oversee and manage analyst resources in Social Services Program.
12/19/02	1	0830A	Mgmt Analyst, CAO	Principal Analyst, CAO	P	Incumbent to become a lead analyst in the Asset Management Program.	Approved	12/31/02	Analyst will oversee and manage staff resources dealing with forecasting, inventory, and management of dept'l space requirements.
12/19/02	1	0830A	Chief PS, CAO	Principal Analyst, CAO	P	Incumbent to become lead analyst in Legislative Policy Development and Governmental Affairs Program.	Approved	12/31/02	Lead analyst to review and provide analysis of critical federal legislative issues.
12/19/02	1	0830A	Chief PS, CAO	Principal Analyst, CAO	P	Incumbent to become lead analyst in countywide Compensation issues.	Approved	12/31/02	Lead analyst to oversee staff and address countywide Compensation issues.
12/19/02	1	0815A	Asst Data Sys Anal	PS I, CAO	P	Performing duties of a higher position.	Approved	12/31/02	Scope of program responsibilities have increased
12/19/02	1	0815A	AA II	PS I, CAO	P	Performing duties of a higher position.	Approved	12/31/02	Scope of program responsibilities have increased
12/19/02	1	0816A	PS I, CAO	PS II, CAO	P	Performing duties of a higher position.	Approved	12/31/02	Scope of program responsibilities have increased
12/19/02	2	0816A	AA III	PS II, CAO	P	Performing duties of a higher position.	Approved	12/31/02	Scope of program responsibilities have increased
12/19/02	1	0816A	PS I, CAO	PS II, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.
12/19/02	3	0817A	PS II, CAO	PS III, CAO	P	Program workload has increased.	Approved	12/31/02	Program workload has increased.
12/19/02	1	0817A	PS II, CAO	PS III, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.
12/19/02	1	0818A	Principal Real Property Agent	PS IV, CAO	P	Program workload has increased.	Approved	12/31/02	Program workload has increased.
12/19/02	1	0818A	PS III, CAO	PS IV, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.
12/19/02	3	0829A	Acctg Officer III	Senior Analyst, CAO	P	Incumbent to assume greater program workload responsibilities.	Approved	12/31/02	To assume additional program oversight responsibilities
12/19/02	5	0829A	Analyst, CAO	Senior Analyst, CAO	P	Incumbent to assume greater program workload responsibilities.	Approved	12/31/02	To assume additional program oversight responsibilities
12/19/02	2	2100A	Sec III	Sr Sec I	P	Incumbent working out-of-class.	Approved	12/31/02	Incumbent working out-of-class.
12/19/02	2	2102A	Sr Sec II	Sr Sec III	P	Incumbent working out-of-class.	Approved	12/31/02	Incumbent working out-of-class.
12/19/02	2	2103A	Sr Sec III	Sr Sec IV	P	Incumbent working out-of-class.	Approved	12/31/02	Incumbent working out-of-class.
12/19/02	4	2104A	Sr Sec IV	Sr Sec V	P	Incumbent working out-of-class.	Approved	12/31/02	Incumbent working out-of-class.
12/19/02	3	0816A	PS I, CAO	PS II, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.
12/19/02	1	0846A	Assistant Division Chief, CAO	Division Chief, CAO	P	Critical need - workload issues.	Denied	12/31/02	Full justification was not provided.

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Chief Administrative Office (#10100) continued

12/23/02	1	2097A		Sec IV	H	Critical need - provides clerical/staff support functions.	Approved	12/31/02	Position will alleviate clerical/staff shortage.
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Hires-Approved	12
Promotions-Approved	46
Promotions-Denied	8
Total	66

Child Support Services (#14280)

10/23/02	2	1843A	TBD	Sr DPA	P	100% Subvened	Approved	11/26/02	100% Subvened
10/23/02	1	0647A		Accountant II	H	100% Subvened	Approved	11/26/02	100% Subvened
10/23/02	4	2525A		EDP Sr Prog Analyst	H	100% Subvened	Approved	11/26/02	100% Subvened
10/23/02	38	2214A		ITC	H	100% Subvened	Approved	11/26/02	100% Subvened
10/23/02	5	1614A		Family Support Officer II	H	Mission critical - 100% subvened	Approved	11/26/02	Mission critical - 100% subvened
12/31/02	1	0642A		Acctg Tech I	H	100% Subvened	Approved	01/14/03	100% Subvened
12/31/02	1	2122A	TBD	Exec Sec. III	P	100% Subvened	Approved	01/14/03	100% Subvened
12/31/02	1	1601A		Public Info Officer II	H	100% Subvened	Approved	01/14/03	100% Subvened
12/31/02	15	1614A		Family Support Officer II	H	Mission critical - 100% subvened	Approved	01/14/03	Mission critical - 100% subvened

TBD - To be determined

Hires-Approved	65
Promotions-Approved	3
Total	68

Children & Family Services (#26200)

10/02/02	1	2216A		ITC	H	Critical need	Approved	10/02/02	Critical need; provides direct client service
10/08/02	140	9073A		CSW III	H	Critical need	Approved	10/21/02	Critical need; provides direct client service
10/15/02	1	9087A		CSA II	H	Critical need	Approved	10/21/02	Critical need demonstrated
10/23/02	3	0578A		Account Clerk II	H	Critical need	Denied	11/23/02	Positions not vacant
10/23/02	1	8103A	ITC	Community Worker	P	Critical need	Denied	11/13/02	Employee currently in payclass
10/23/02	1	9086A	CSW III	CSA I	P	Critical need	Approved	11/25/02	Critical need not demonstrated
10/23/02	1	9086A	CSW III	CSA I	P	Critical need	Denied	11/25/02	Approved in earlier request
10/23/02	2	2589A		Data System Analyst I	H	Critical need	Approved	11/25/02	Critical need demonstrated
10/23/02	1	2525A	EDP Prog Analyst II	EDP Sr Prog Analyst	P	Critical need	Approved	11/25/02	Critical need demonstrated
10/23/02	1	1138A	Clerk	Intermediate Clerk	P	Critical need	Approved	11/13/02	Critical need; provides direct client service
10/23/02	1	2221A	Supvg Typist Clerk	Intermediate Supvg TC	P	Critical need	Approved	11/13/02	Critical need; provides direct client service
10/23/02	2	2221A	Adoptions Assistant	Intermediate Supvg TC	P	Critical need	Approved	11/13/02	Critical need; provides direct client service
10/23/02	1	0912A	Intermediate Supvg TC	Staff Assistant I	P	Critical need	Approved	11/25/02	Employee receiving out-of-class bonus longer than 6 months
10/24/02	1	1002A		ASM I	H	Critical need	Approved	10/25/02	Critical need to achieve functionality in Budgets
11/02/02	1	0998A		AA III	H	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/02/02	1	1003A	ASM I	ASM II	P	Critical need	Denied	12/05/02	Positions not vacant
11/02/02	1	9086A	CSW III	CSA I	P	Critical need	Denied	12/05/02	Critical need not demonstrated
11/02/02	2	9179A		EW II	H	Critical need	Denied	12/05/02	Critical need not demonstrated
11/02/02	1	9074A	CSW III	SCSW	P	Critical need	Approved	12/05/02	Critical need; provides direct client service
11/07/02	1	9178A	TBD	EW I	P	Critical need	Denied	11/18/02	Employee not on active eligible list
11/08/02	1	0997A	Staff Assistant I	AA II	P	Critical need	Denied	12/09/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/08/02	2	9085A	SCSW	Asst Regional Admin	P	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/08/02	1	1004A	ASM II	ASM III	P	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/08/02	1	9086A	SCSW	CSA I	P	Critical need	Approved	12/09/02	MacLaren employee affected by MacLaren closure
11/08/02	1	9087A		CSA II	H	Critical need	Denied	12/09/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/08/02	1	2590A	Data System Analyst I	Data System Analyst II	P	Critical need	Denied	12/09/02	Justification not provided
11/08/02	9	2589A		Data System Analyst I	H	Critical need	Approved	12/09/02	Critical need demonstrated
11/08/02	1	9179A	Intermediate Clerk	EW II	P	Critical need	Denied	12/09/02	Justification not provided
11/08/02	1	2096A		Sec III	H	Critical need	Approved	12/09/02	Critical need to achieve functionality in Budget operation
11/08/02	1	2096A	Senior Clerk	Sec III	P	Critical need	Denied	12/09/02	Justification not provided

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Children & Family Services (#26200) continued

11/08/02	1	2096A		Sec III	H	Critical need	Denied	12/09/02	Position not funded
11/08/02	1	1140A	TBD	Senior Clerk	P	Critical need	Approved	12/02/02	Critical need; provides support to direct client service
11/12/02	1	0642A		Acctg Tech I	H	Critical need	Approved	12/11/02	Critical need to achieve functionality in Emancipation operation
11/12/02	1	0642A	TBD	Acctg Tech I	P	Critical need	Approved	12/11/02	Critical need to achieve functionality in Emancipation operation
11/12/02	1	1002A		ASM I	H	Critical need	Denied	12/11/02	Position not vacant
11/12/02	1	1003A	ASM I	ASM II	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	2	9086A		CSA I	H	Critical need	Denied	12/11/02	Critical need not demonstrated
11/12/02	3	9086A	TBD	CSA I	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	9086A	TBD	CSA I	P	Critical need	Approved	12/11/02	Critical need demonstrated
11/12/02	1	9087A	CSA I	CSA II	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	9087A	TBD	CSA II	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	2	9087A	TBD	CSA II	P	Critical need	Approved	12/11/02	Employee receiving out-of-class bonus longer than 6 months
11/12/02	1	2590A	Data System Analyst I	Data System Analyst II	P	Critical need	Approved	12/11/02	Critical need demonstrated
11/12/02	1	9179A		EW II	H	Critical need	Approved	11/15/02	Critical need demonstrated
11/12/02	3	2216A	TBD	ITC	P	Critical need	Approved	12/11/02	Critical need; provides direct client service
11/12/02	1	2216A		ITC	H	Critical need	Approved	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	9074A	CSW III	SCSW	P	Critical need	Approved	12/11/02	Employee receiving out-of-class bonus longer than 6 months
11/12/02	1	9074A	CSW III	SCSW	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	2096A	Senior Clerk	Sec III	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	0913A	Intermediate Supvg TC	Staff Assistant II	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/12/02	1	8997A	Group Supervisor	Transportation Wkr	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/19/02	1	9085A	SCSW	Asst Regional Admin	P	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/19/02	1	9088A	CSA II	CSA III	P	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/19/02	1	9086A	Asst Regional Admin	Regional Administrator	P	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/20/02	1	0642A		Acctg Tech I	H	Critical need	Approved	12/10/02	Critical need to achieve functionality in Finance operation
11/20/02	3	9086A	CSW III	CSA I	P	Critical need	Denied	12/05/02	Critical need not demonstrated
11/20/02	1	9087A	SCSW	CSA II	P	Critical need	Denied	12/11/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/20/02	1	9073A		CSW III	H	Critical need	Denied	12/05/02	Payclass affected by MacLaren closure; DCFS to absorb MCC staff
11/20/02	1	1514A		Disaster Svcs Analyst	H	Critical need	Denied	12/05/02	Critical need not demonstrated
11/20/02	3	2593A		Data Systems Coord	H	Critical need	Approved	12/10/02	Critical need demonstrated
11/20/02	1	9181A	EW II	Eligibility Supervisor	P	Critical need	Denied	12/05/02	Critical need not demonstrated
11/20/02	1	5286A	Pub Health Nurse Supvr	Nurse Manager	P	Critical need	Approved	12/05/02	Critical need; manages direct client service
11/20/02	1	2219A		Supvg Typist Clerk	H	Critical need	Approved	12/10/02	Critical need to achieve functionality in Finance operation

TBD - To be determined

Hires-Approved	163
Hires-Denied	19
Promotions-Approved	20
Promotions-Denied	24
Total	226

Community & Senior Services (#26560)

10/01/02	1	0646A	Acctg Tech II	Accountant I	P	Review program invoices for payment and assists in special projects	Denied	10/10/02	Position not justified as mission critical
10/01/02	1	8243A		SPW	H	Assist in Toy Center ops & back-up as van driver	Approved	10/10/02	Critical need - provides senior program(s) support
10/03/02	1	2214A	ITC	Staff Assistant I	P	Provides clerical support to direct client staff	Approved	10/04/02	Critical need - provides support to client services staff
10/03/02	1	0642A	Acctg Clerk II	Acctg Tech I	P	Perform daily accounting duties for Older American Act (OAA) program	Denied	10/10/02	Position not justified as mission critical
10/03/02	1	2520A		EDP Prog Analyst II	H	Maintains CSS webpage & RFP preparation	Approved	10/10/02	Critical need - maintains CSS Web page, RFP, etc
10/10/02	1	8189A	Staff Assistant II	CSA I	P	Assists in strategic planning, RFP process, & ICM program	Denied	12/30/02	Position not justified as mission critical
10/10/02	1	8190A	CSA I	CSA II	P	Performs contract monitoring, billing for RITE, & training	Denied	12/30/02	Position not justified as mission critical
10/10/02	1	0897A	Acctg Officer II	Supvg AA II	P	Supervises Employment & Training (E&T) accounting and monitoring unit	Denied	11/08/02	Position not justified as mission critical

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Community & Senior Services (#26560) continued

10/15/02	1	0643A		Acctg Tech II	H	Prepares monthly cost statements & accounting reports	Denied	12/18/02	Position not justified as mission critical
10/15/02	1	8189A		CSA I	H	Provides grant development, research new funding, etc	Approved	12/18/02	Critical need - provides grant development, research of new funding
10/15/02	1	8243A		SPW	H	Assists in Relative Caregiver and Van Programs	Approved	12/18/02	Critical need - Assist in Relative Caregiver and van programs
10/30/02	1	0913A	AA I	Staff Assistant II	P	Assists in developing new fiscal system & general administrative duties	Denied	12/24/02	Position not justified as mission critical
10/30/02	1	2094A		Sec I	H	General secretarial support for HR unit	Denied	12/24/02	Position not justified as mission critical
10/30/02	2	8190A	Staff Assistant II	CSA II	P	Evaluates program(s) performance & compliance issues	Denied	12/24/02	Position not justified as mission critical
11/01/02	1	0642A	Acctg Clerk II	Acctg Tech I	P	Performs daily accounting duties for OAA program	Denied	11/08/02	Position not justified as mission critical
11/25/02	1	8190A	CSA I	CSA II	P	Compliance monitoring/oversight of OAA program	Denied	12/24/02	Position not justified as mission critical
12/04/02	1			Community Svcs Aid	H	Required by State and federal grantors for EEOC grievances	Approved	12/24/02	Critical need - required for EEOC grievances
12/04/02	1	0647A		Accountant II	H	Performs general accounting functions	Denied	12/30/02	Position not justified as mission critical
12/17/02	1	0897A	Acctg Officer II	Supvgr AA II	P	Supervises E&T accounting and monitoring unit	Denied	01/16/03	Position not justified as mission critical
12/17/02	1	0642A	Acctg Clerk II	Acctg Tech I	P	Performs daily accounting duties for OAA program	Denied	01/16/03	Position not justified as mission critical
12/18/02	3	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	12/19/02	Paired Class - Required by MOU
12/19/02	1	8191A	CSA II	CSA III	P	Provides critical program(s) and strategic plan support	Approved	12/31/02	Critical need - strategic plan support
12/19/02	1	2214A		ITC	H	Assists in general inventory control	Denied	01/09/03	Position not justified as mission critical
12/19/02	1	8189A	Social Worker	CSA I	P	Provides compliance monitoring/oversight of OAA program	Denied	01/09/03	Position not justified as mission critical
12/19/02	1	8190A	CSA I	CSA II	P	Provides compliance monitoring/oversight of OAA program	Denied	01/09/03	Position not justified as mission critical
12/19/02	1	1140A		Senior Clerk	H	Provides general administrative support over OAA program	Denied	01/09/03	Position not justified as mission critical
12/19/02	1	8243A		SPW	H	Provides essential community support	Approved	01/09/03	Critical need - provides essential community support
12/19/02	1	9321		Neighborhood Worker	H	Provides essential community support	Approved	01/09/03	Critical need - provides essential community support
12/24/02	1	0913A		Staff Assistant II	H	Provides specialized accounting and fiscal	Approved	01/08/03	Critical need - provides specialized accounting and fiscal functions
12/26/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	01/06/03	Paired Class - Required by MOU
12/26/02	1	9132A	Social Worker	Staff Development Specialist, Social Wk	P	Implementation of training program for APS Social Workers	Denied	01/06/03	Position not justified as mission critical
12/26/02	1	9132A	Social Worker	Staff Development Specialist, Social Wk	P	Implementation of training program for APS Social Workers	Denied	01/13/03	Position not justified as mission critical
12/31/02	1	2094A		Sec I	H	Provides critical clerical & administrative support	Approved	01/14/03	Critical need - provides critical clerical & administrative support
12/31/02	1	2214A		ITC	H	Provides critical clerical & administrative support	Approved	01/14/03	Critical need - provides critical clerical & administrative support
12/31/02	1	2214A		ITC	H	Clerical support for APS Special Operations section	Denied	01/14/03	Position not justified as mission critical
12/31/02	1	8191A		CSA III	H	Administrative support for HR, program accounting, & budget	Denied	01/13/03	Position not justified as mission critical
12/31/02	1	1140A		Senior Clerk	H	Provides general administrative support over OAA program	Denied	01/14/03	Position not justified as mission critical
12/31/02	2	8242A		Student Worker	H	Provides essential community support	Approved	01/06/03	Critical need - provides essential community support

Hires-Approved	12
Hires-Denied	8
Promotions-Approved	6
Promotions-Denied	16
Total	42

Consumer Affairs (#19100)

10/29/02	1	2214A	ITC (temp)	ITC	P	Critical workload	Approved	11/05/02	Critical workload
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
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Consumer Affairs (#19100) continued

Promotions-Approved	1
Total	1

Coroner (#19150)

10/03/02	1	1772A		Marketing Analyst	H	Critical need - fulfill Board mandate	Approved	10/08/02	Critical need - to fulfill Board mandate to develop a credit card purchase system.
10/31/02	1	5477A		Physician Specialist	H	Critical Health and Safety	Approved	11/07/02	Critical Health and Safety position, 24/7 operation
10/31/02	1	0643A		Acctg Tech II	H	Critical need	Approved	12/05/02	Critical need - day to day operation
10/31/02	1	0578A		Account Clerk II	H	Backfill	Approved	12/05/02	Critical need - backfill position
11/01/02	1	1843A		Sr DPA	H	Backfill	Approved	11/21/02	Backfill - assist with technical personnel duties & supervise day to day operation

Hires-Approved	5
Total	5

County Counsel (#11050)

10/10/02	1	0894A	ASM II	Mgmt Specialist, County Counsel	P	Critical need	Approved	10/17/02	Critical need - fully offset by IFT from client depts.
11/04/02	1	1136A		Clerk	H	Critical need	Approved	11/21/02	Critical need - fully offset by IFT from client depts.
11/04/02	1	2160A		LOSA I	H	Critical need	Approved	11/07/02	Critical need - fully offset by IFT from client depts.
11/06/02	1	1136A		Clerk	H	Critical need	Approved	11/21/02	Critical need - fully offset by IFT from client depts.
11/13/02	1	0889A		AA III	H	Critical need	Approved	12/05/02	Critical need - fully offset by IFT from client depts.
11/13/02	1	1136A		Clerk	H	Critical need	Approved	11/21/02	Critical need - fully offset by IFT from client depts.
11/13/02	1	2160A		LOSA I	H	Critical need	Approved	11/21/02	Critical need - fully offset by IFT from client depts.
12/02/02	1	2160A		LOSA I	H	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/16/02	1	0666A	Accountant III	Sr AST	P	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/16/02	1	1002A	AA III	ASM I	P	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/16/02	4	9204A	Associate County Counsel	Sr Associate County Counsel	P	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/16/02	7	9206A	Sr Associate County Counsel	Deputy County Counsel	P	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/18/02	1	0656A	Accountant II	Acctg Officer I	P	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/19/02	1	2590A		Data System Analyst I	H	Critical need	Approved	12/20/02	Critical need - fully offset by IFT from client depts.
12/20/02	10	9207A	Deputy County Counsel	Sr Deputy County Counsel	P	Critical need	Approved	12/30/02	Critical need - fully offset by IFT from client depts.
12/27/02	1	9232A		Paralegal	H	Critical need	Approved	12/31/02	Critical need - fully offset by IFT from client depts.

Hires-Approved	9
Promotions-Approved	25
Total	34

District Attorney (#14030)

09/24/02	1	0648A	Accountant II	Accountant III	P	Critical position	Approved	10/10/02	Critical position that performs essential Budget/Fiscal Services
10/03/02	1	2214A	Typist Clerk	ITC	P	Critical position	Approved	10/15/02	Avoids out-of-class bonus
10/03/02	1	1843A	Principal DPA	Sr DPT	P	EEOC settlement agreement	Approved	10/10/02	EEOC settlement agreement to prevent costly litigation
10/03/02	1	2102N		Sr Sec III	H	Grant funded position	Approved	10/25/02	Funded by Victim-Witness Assistance Program
10/03/02	1	2216A		Sr Typist Clerk	H	Vacancy ratio	Approved	10/15/02	50% vacancy in the Bureau of Specialized Prosecution, Inglewood Juvenile Division
10/15/02	1	0753A	Acctg Officer III	Fiscal Officer II	P	Critical position	Approved	11/21/02	Position is critical to dept's maximum realization of revenue
10/21/02	5	2889A		Investigator	H	Revenue offset position	Approved	11/14/02	Funded by AB 1050
10/21/02	1	2894A	Supvg Investigator	Lieutenant, DA	P	Revenue offset position	Approved	11/14/02	Funded by AB 1050
10/21/02	5	2890A	Investigator	Sr Investigator	P	Revenue offset position	Approved	11/14/02	Funded by AB 1050
10/21/02	2	2891A	Sr Investigator	Supvg Investigator	P	Revenue offset position	Approved	11/14/02	Funded by AB 1050
10/22/02	1	2160A		LOSA I	H	Revenue offset position	Approved	01/22/03	Funded through the Welfare Fraud Program

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District Attorney (#14030) continued

10/23/02	4	1566A	Victim Svcs Rep I	Victim Svcs Rep II	P	Paired Class	Approved	11/07/02	Paired Class - Required by MOU
10/29/02	1	1897A	Supvg AA I	Supvg AA II	P	Critical position	Approved	11/21/02	Avoids out-of-class bonus
10/31/02	1	8243F		SPW	H	Increased costs if vacancy is not filled	Approved	11/07/02	Critical position that fulfills ADA requirements
11/08/02	1	2111A	Sr. Sec V	Mgmt Sec V	P	Critical position & to avoid out-of-class bonus	Approved	11/26/02	Critical position that works directly for the Director, Bureau of Management and Budget
11/08/02	1	1845A	Sr. Sec V	Principal DPA	P	Critical position	Approved	11/21/02	Promotion in-lieu of out-of-class bonus (paid since 3/00)
11/08/02	1	2216A	ITC	Sr Typist Clerk	P	Critical position	Approved	11/21/02	Promotion in-lieu of out-of-class bonus (paid since 9/27/01)
11/08/02	1	1629A		Supvg Staff Dev Spec	H	Critical position & vacancy ratio	Approved	11/21/02	67% vacancy ratio in the human resources division; critical position that is responsible for departmental training
11/12/02	1	1848A		DPT	H	Vacancy ratio	Approved	12/05/02	43% vacancy in the Bureau of Management and Budget
11/12/02	1	2214A		ITC	H	Vacancy ratio	Approved	12/05/02	40% vacancy in the Bureau of Management and Budget, Reception/Records Section
11/14/02	1	2889A		Investigator	H	Revenue offset position	Approved	12/05/02	Funded by AB 1050
11/14/02	1	2890A	Investigator	Sr Investigator	P	Revenue offset position	Approved	12/05/02	Funded by AB 1050
11/18/02	1	2168A	Sr LOSA	Supvg LOSA	P	Critical position	Approved	12/05/02	Promotion in-lieu of out-of-class bonus (paid since 2/01)
11/27/02	1	9272A		Deputy DA II	H	Critical position	Approved	01/03/03	Position critical to maintain sufficient number of prosecutors
12/11/02	2	1566A	Victim Svcs Rep I	Victim Svcs Rep II	P	Paired Class	Approved	12/12/02	Paired Class - Required by MOU
12/16/02	1	2890A	Investigator	Sr Investigator	P	Revenue offset position	Approved	01/06/03	Revenue offset by Child Support Services Department
12/16/02	1	2891A	Sr Investigator	Supvg Investigator	P	Revenue offset position	Approved	01/06/03	Revenue offset by Child Support Services Department
12/24/02	1	1331A	ITC	Payroll Clerk I	P	Critical position	Approved	01/06/03	Critical position in the Bureau of Management and Budget, Human Resources Division & promotion in lieu of out-of-class bonus

Hires-Approved	14
Promotions-Approved	27
Total	41

Health Services - Coastal Cluster (#60020)

10/29/02	1	2214O		ITC	H	Revenue generating	Approved	11/13/02	Revenue generating
10/29/02	1	6355A	Helper, Pipe Trades (O)	Helper, Pipe Trades	P	Critical need	Approved	11/13/02	Critical need
10/29/02	1	2096A	Sr. Typist Clerk	Sec III	P	Critical need	Approved	12/20/02	Critical need
10/29/02	1	2214A	Intermediate Clerk	ITC	P	Critical need	Pending		Pending analysis
12/02/02	1	2214A	ITC (temp)	ITC	P	Critical need	Pending		Pending analysis
12/02/02	1	2214A	Intermediate Clerk	ITC	P	Critical need	Pending		Pending analysis
12/02/02	1	2102A		Sr. Sec III	H	Critical need	Pending		Pending analysis
12/02/02	1	2214A	Student Worker	ITC	P	Critical need	Pending		Pending analysis
12/02/02	1	1281A	Intermediate Clerk	Mortuary Aid	P	Critical need	Pending		Pending analysis

Hires-Approved	1
Hires-Pending	1
Promotions-Approved	2
Promotions-Pending	5
Total	9

Health Services - Northeast Cluster (#60010)

10/29/02	2	6774A		Custodian	H	Critical need	Denied	11/04/02	No budgeted vacant position
10/29/02	2	6774A		Custodian	H	Critical need	Denied	11/12/02	No budgeted vacant position
10/29/02	1	6774O		Custodian	H	Critical need	Denied	11/12/02	No budgeted vacant position
10/29/02	1	6774A		Custodian	H	Critical need	Approved	11/13/02	Critical need
10/29/02	1	6834A		Interm Laundry Wkr	H	Critical need	Denied	11/20/02	No budgeted vacant position
10/29/02	2	6774A		Custodian	H	Critical need	Denied	11/20/02	No budgeted vacant position
10/29/02	1	1850A	Personnel Officer II	Head DPT	P	Cost avoidance	Approved	11/26/02	Cost avoidance
10/29/02	1	1255A		Sr Cashier	H	Critical need	Approved	12/13/02	Critical need
10/29/02	1	6776A		Custodian Wkg Supvr	H	Critical need	Approved	12/20/02	Critical need
10/29/02	1	2101A		Sr. Sec II	H	Critical need	Approved	12/20/02	Critical need

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Health Services - Northeast Cluster (#60010) continued

11/08/02	1	5478A	Physician Specialist	Sr. Physician	P	Critical need	Approved	12/20/02	Critical need
11/20/02	1	8073A	Medical Records Director, Med Ctr	Associate Hospital Administrator I	P	Critical need	Denied	11/30/02	Critical need not demonstrated
11/20/02	1	8065A	Revenue Manager I	Revenue Manager II	P	Critical need	Approved	12/24/02	Revenue generating
12/02/02	1	0647A	Accountant I	HCFA	P	Critical need	Approved	12/20/02	Revenue generating
12/02/02	1	5816A		Chief Radiologic Tech II	H	Critical need	Approved	12/20/02	Revenue generating
12/03/02	1	6688A	Bldg. Crafts Mgr. III	Bldg. Crafts Mgr. IV	P	Critical need	Approved	01/28/03	Critical need
12/19/02	1	2574A		DP Mgr II	H	Critical need	Approved	12/31/02	Critical need

Hires-Approved	6
Hires-Denied	8
Promotions-Approved	5
Promotions-Denied	1
Total	20

Health Services - Health Services Administration (#20000)

10/29/02	1	2102A		Sr. Sec III	H	Assists revenue generating area	Approved	11/13/02	Revenue generating
10/29/02	1	0646A		Accountant I	H	Revenue generating	Approved	12/20/02	Revenue generating
10/29/02	1	0658A		Acctg Officer III	H	Critical need	Approved	12/20/02	Critical need
10/29/02	1	0647A	Acctg Tech II	Accountant II	P	Critical need - revenue generating	Approved	12/20/02	Critical need
10/29/02	1	0888A	Staff Assistant I	AA II	P	Critical need	Approved	12/20/02	Critical need
10/29/02	1	2102A	Sr. Sec II	Sr. Sec III	P	Critical need	Approved	12/24/02	Critical need
10/29/02	1	4593A	AA II	Staff Analyst	P	Critical need	Pending		Pending analysis
11/22/02	1	0889A		AA III	H	Critical need	Approved	11/22/02	Critical need
11/26/02	1	2591A		Data System Analyst II	H	Board approved backfill authority	Approved	12/13/02	Critical need
11/26/02	1	4593A		Staff Analyst	H	Replacement of critical position	Approved	12/13/02	Critical need
12/02/02	1	665A		Acctg Systems Tech	H	Revenue generating	Approved	12/20/02	Revenue generating
12/02/02	1	755A	Principal AST	Chief, Budget Mgmt, Health Services	P	Critical need	Approved	12/24/02	Critical need
12/02/02	1	5672A		Environmental Health Specialist III	H	No additional cost	Approved	01/09/03	High vacancy ratio
12/02/02	1	907A	Intern Supvg TC	Staff Assistant I	P	Critical need	Approved	01/13/03	Revenue offset
12/02/02	1	2221A		Intern Supvg TC	H	Critical need	Approved	01/22/03	Critical need
12/02/02	1	1849A		Sr DPT	H	Cost avoidance	Pending		Pending analysis
12/02/02	1	665A		Acctg Systems Tech	H	Revenue generating	Pending		Pending analysis
12/16/02	1	665A		Acctg Systems Tech	H	Revenue generating	Pending		Pending analysis
12/17/02	1	8243F		SPW	H	High vacancy ratio	Pending		Pending analysis
12/19/02	1	4595A	Contract Program Auditor	Assistant Staff Analyst	P	Critical to meet 1115 waiver	Approved	12/20/02	Critical need
12/23/02	1	1848N		DPT	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	1138N		Intermediate Clerk	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	1648N	Accountant II	Accountant III	P	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	2	1848N	Sr DPA	DPT	P	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	1848N	Eligibility Worker II	DPT	P	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	1848N	Employee Svcs Assistant II, Sheriff	DPT	P	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	2103A	Sr. Sec III	Sr. Sec IV	P	Critical need	Approved	12/30/02	Critical need
12/23/02	1	1881A		Dept'l Civil Svcs Rep	H	Critical need - cost avoidance	Approved	01/27/03	Cost avoidance
12/23/02	1	4594A	Staff Analyst	Sr. Staff Analyst	P	Critical need	Pending		Pending analysis
12/23/02	1	2588A	Account Clerk II	Data Sys Analyst Aid	P	Critical need	Pending		Pending analysis
12/23/02	1	0647A	Accountant I	Accountant II	P	Paired Class & revenue offset	Pending		Pending analysis
12/23/02	1	2590A	Data Sys Analyst Aid	Data System Analyst II	P	Critical need	Pending		Pending analysis
12/23/02	1	889A		AA III	H	Board approved backfill authority	Pending		Pending analysis
12/23/02	1	1850A		Sr DPT	H	Critical need	Pending		Pending analysis

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Health Services - Health Services Administration (#20000) continued

12/23/02	1	1843A	Payroll Spec. II, A-C	Sr DPA	P	Critical need	Pending		Pending analysis
12/23/02	1	2344A		Procurement Assist I	H	Critical need	Pending		Pending analysis
12/27/02	1	2588A		Data Sys Analyst Aid	H	Critical need - high vacancy ratio	Approved	01/09/03	Critical need
12/27/02	1	0889A		AA III	H	Critical need	Approved	01/16/03	Critical need

Hires-Approved	14
Hires-Pending	7
Promotions-Approved	12
Promotions-Pending	6
Total	39

Health Services - Public Health Programs (#23450)

10/29/02	1	1849A	DPT	Sr DPT	P	Revenue offset	Approved	11/13/02	Revenue offset
10/29/02	1	8243F		SPW	H	Revenue offset	Approved	11/12/02	Revenue offset
10/29/02	1	1757A		Epidemiology Analyst	H	Critical need	Approved	11/12/02	Critical need
10/29/02	1	4846N		Health Education Assistant	H	Revenue offset - grant funded	Approved	11/12/02	Revenue offset - grant funded
10/29/02	1	2216N		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	11/12/02	Revenue offset - grant funded
10/29/02	1	1757A		Epidemiology Analyst	H	High vacancy ratio	Approved	11/12/02	Critical need
10/29/02	1	1850A	Sr DPT	Head, DPT	P	Critical need	Approved	11/13/02	Critical need
10/29/02	1	889A	AA III	Assistant Staff Analyst	P	Critical need	Approved	11/26/02	Critical need
10/29/02	1	672A	Accountant II	HCFA	P	Critical need	Approved	11/26/02	Critical need
10/29/02	1	5004A	Public Health Microbiology Supvr I	Public Health Microbiology Supvr II	P	Critical need	Approved	11/26/02	Critical need
10/29/02	1	5001A	Microbiologist II	Microbiology Supvr I	P	Critical need	Approved	11/26/02	Critical need
10/29/02	1	2673N	Data Conv. Equipment Operator I	Data Conv. Equipment Operator II	P	Revenue offset - grant funded	Approved	11/26/02	Revenue offset - grant funded
10/30/02	4	8243F		SPW	H	Revenue offset - grant funded	Approved	11/13/02	Revenue offset-Critical need
10/30/02	1	2214N		ITC	H	Revenue offset - grant funded	Approved	11/22/02	Revenue offset-Critical need
10/30/02	1	1757N		Epidemiology Analyst	H	Revenue offset - grant funded	Approved	11/22/02	Revenue offset-Critical need
10/30/02	2	2591N		Data System Analyst II	H	Revenue offset - grant funded	Approved	11/26/02	Revenue offset-Critical need
10/30/02	1	8973N		Res. Analyst III, BS	H	Revenue offset - grant funded	Approved	11/26/02	Revenue offset-Critical need
11/13/02	1	907N		Staff Assistant I	H	Revenue offset - grant funded	Approved	11/26/02	Revenue offset
11/13/02	1	8972N		Res. Analyst II, BS	H	Revenue offset - grant funded	Approved	11/26/02	Revenue offset
11/13/02	1	2591N		Data System Analyst II	H	Revenue offset - grant funded	Approved	11/26/02	Revenue offset
11/13/02	1	8243F		SPW	H	Critical to operation of Whittier Health Center	Approved	11/26/02	Critical need
11/14/02	1	5478A		Sr. Physician, M.D.	H	Critical need	Approved	12/11/02	Critical need
11/21/02	1	1759A		Epidemiologist	H	Critical need	Denied	11/27/02	No budgeted vacant position
11/21/02	1	8973N		Res Analyst III, BS	H	100% Grant funded	Approved	12/13/02	Grant funded
11/21/02	1	2216O		Sr. Typist Clerk	H	Critical need	Approved	12/13/02	Critical need
11/21/02	1	1757A		Epidemiology Analyst	H	Avoidance of additional cost	Approved	12/13/02	Cost avoidance
11/21/02	1	8243F		SPW	H	Critical to program efficiency	Approved	12/13/02	Critical need
11/21/02	1	0889N	AA II	AA III	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
11/21/02	1	2592A	Data System Analyst II	Data System Supvr I	P	Critical need	Approved	12/20/02	Critical need
12/12/02	1	4846N		Health Education Assistant	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	2216N		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	4595N		Assistant Staff Analyst	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	3	8972N		Res Analyst II, BS	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	2	1757N		Epidemiology Analyst	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	1	2590N		Data System Analyst I	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	1	2214N		ITC	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	1	2591N		Data System Analyst II	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	1	2216F		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Health Services - Public Health Programs (#23450) continued

12/12/02	1	1759N		Epidemiologist	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	1	2216N		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/23/02	Revenue offset
12/12/02	2	1759N		Epidemiologist	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/12/02	1	1759N	Epidemiology Analyst	Epidemiologist	P	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/12/02	1	8972N		Res Analyst II, BS	H	Revenue offset - grant funded	Approved	01/07/03	Revenue offset
12/12/02	1	2216N	ITC	Sr. Typist Clerk	P	Revenue offset - grant funded	Approved	01/07/03	Revenue offset
12/12/02	1	8104N		Sr Comm Wkr I	H	Revenue offset - grant funded	Approved	01/08/03	Revenue offset
12/12/02	1	1908A		Sr Dept'l Employee Relations Rep	H	Revenue offset - Public Health License Fees	Approved	01/10/03	Revenue offset-Public Health License Fees
12/12/02	1	8972N	Epidemiology Analyst	Res Analyst II, BS	P	Revenue offset - grant funded	Approved	01/10/03	Revenue offset
12/12/02	1	2214A		ITC	H	Revenue offset - Public Health License Fees	Approved	01/13/03	Revenue offset-Public Health License Fees
12/12/02	1	8242F		Student Worker	H	Critical need	Approved	01/15/03	Critical need
12/12/02	2	8243F		SPW	H	Revenue offset - grant funded	Approved	01/24/03	Revenue offset
12/12/02	1	8243F		SPW	H	Frees up higher level staff	Approved	01/27/03	Frees up higher level staff
12/12/02	1	8243F	Student Worker	SPW	P	Critical need-high vacancy ratio	Approved	01/27/03	High vacancy ratio
12/12/02	1	8243F		SPW	H	Revenue offset - grant funded	Approved	01/28/03	Revenue offset
12/12/02	1	2214A		ITC	H	Critical need	Pending		Pending analysis
12/12/02	1	2214A		ITC	H	Supports Public Health nurses	Pending		Pending analysis
12/12/02	1	2214A		ITC	H	Need for patient registration & support	Pending		Pending analysis
12/12/02	1	1759A	Epidemiology Analyst	Epidemiologist	P	Critical need	Pending		Pending analysis
12/17/02	1	4593N	Epidemiology Analyst	Staff Analyst	P	Revenue offset - grant funded	Approved	01/08/03	Revenue offset
12/17/02	1	8243F		SPW	H	Revenue offset - grant funded	Approved	01/24/03	Revenue offset
12/19/02	1	5001A		Public Health Microbiology Supvr I	H	State requirement for lab certification	Approved	01/27/03	State requirement for lab certification
12/23/02	1	4595N		Assistant Staff Analyst	H	Revenue offset - grant funded	Approved	01/07/03	Revenue offset
12/23/02	1	0886N		Administrative Aid	H	Revenue offset - grant funded	Approved	01/24/03	Revenue offset
12/23/02	1	4846N	Comm Svcs Counselor	Assistant	P	Revenue offset - grant funded	Approved	01/24/03	Revenue offset
12/23/02	1	2214A	Intermediate Typist	ITC	P	Critical need	Approved	01/27/03	Critical need
12/23/02	1	8243F		SPW	H	Critical need	Pending		Pending analysis

Hires-Approved	52
Hires-Denied	1
Hires-Pending	4
Promotions-Approved	16
Promotions-Pending	1
Total	74

Health Services - Antelope Valley Cluster (#60060)

10/29/02	1	0755A	Acctg Officer III	Fiscal Officer II, HS	P	Critical need	Pending		Pending analysis
11/26/02	2	6396F		Cook	H	Critical need	Approved	12/05/02	Critical need
11/26/02	2	2216A		Sr. Typist Clerk	H	Critical need	Approved	12/05/02	Critical need

Hires-Approved	4
Promotions-Pending	1
Total	5

Health Services - Children's Medical Services (#25740)

10/29/02	1	2216A		Sr. Typist Clerk	H	Revenue offset	Approved	11/13/02	Revenue offset
10/29/02	1	8242F		Student Worker	H	Revenue offset	Approved	11/26/02	Revenue offset
10/29/02	1	2216A		Sr. Typist Clerk	H	Revenue offset	Approved	11/26/02	Revenue offset
10/29/02	1	5350A	Clinic Nurse II	Medical Svcs Coord.	P	Critical need	Approved	12/20/02	Critical need
11/21/02	1	0913A		Staff Asst. II	H	Revenue offset - subvended	Approved	12/20/02	Revenue offset - subvended
11/21/02	4	1138A		Intermediate Clerk	H	Revenue offset - subvended	Approved	12/20/02	Revenue offset

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Health Services - Children's Medical Services (#25740) continued

11/21/02	2	0578A		Account Clerk II	H	Revenue generating	Approved	12/20/02	Revenue generating
11/21/02	1	1174A		Sr. Typist Clerk	H	Revenue offset - subvned	Approved	12/20/02	Revenue offset
11/21/02	1	2214A		ITC	H	Revenue offset - subvned	Approved	12/20/02	Revenue offset
11/21/02	1	0648A		Accountant III	H	Revenue offset - subvned	Approved	12/20/02	Revenue offset
11/21/02	1	2331A		Warehouse Worker I	H	Revenue offset - subvned	Approved	12/20/02	Revenue offset
12/12/02	3	2219N		Supvg TC	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	2216N		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	4	2214A		ITC	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	0888N	Head Clerk	AA II	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	2216A		Sr. Typist Clerk	H	Revenue offset - subvned	Approved	12/20/02	Revenue offset
12/12/02	22	5350N		Medical Svcs Coord	H	Critical need	Approved	12/20/02	Critical need
12/12/02	1	2216A	Sr. Clerk	Sr. Typist Clerk	P	Revenue offset - subvned	Approved	12/20/02	Revenue offset
12/12/02	2	2214A		ITC	H	Revenue offset	Approved	12/24/02	Revenue generating
12/12/02	1	2214N		ITC	H	Revenue offset	Approved	12/24/02	Revenue offset
12/12/02	1	0647N		Accountant II	H	Revenue offset - subvned	Approved	12/24/02	Revenue offset
12/12/02	2	5356N		Supvg Medical Svcs. Coordinator	H	Critical need	Approved	12/24/02	Critical need
12/12/02	2	2214A		ITC	H	Revenue offset - subvned	Approved	12/24/02	Revenue offset
12/12/02	1	2591N		Data System Analyst II	H	Revenue offset - subvned	Approved	12/24/02	Revenue offset
12/12/02	1	2525A	Data System Analyst II	Sr. Program Analyst	P	Revenue offset - subvned	Approved	12/24/02	Revenue offset
12/12/02	1	0668A	Fiscal Officer I	Revenue Manager	P	Revenue offset - subvned	Approved	12/24/02	Revenue offset
12/12/02	1	8242F		Student Worker	H	Revenue offset - subvned	Approved	01/03/03	Revenue offset
12/12/02	3	1140A		Sr. Clerk	H	Revenue offset	Approved	01/13/03	Revenue offset
12/12/02	1	2595A	Data System Analyst II	Data Systems Supvr I	P	Revenue offset - subvned	Approved	01/13/03	Revenue offset
12/12/02	2	1140A		Sr. Clerk	H	Revenue offset - subvned	Approved	01/16/03	Revenue offset
12/12/02	1	8971A		Res Analyst I, BS	H	Revenue offset - subvned	Approved	01/16/03	Revenue offset
12/12/02	1	5861A		Occupational Therapy Instructor	H	Revenue offset - subvned	Approved	01/16/03	Revenue offset
12/12/02	1	2214A		Intermediate Clerk	H	Revenue offset - subvned	Pending		Pending analysis
12/17/02	1	5350A		Medical Svcs Coord	H	Critical need	Approved	12/24/02	Critical need

Hires-Approved	63
Hires-Pending	1
Promotions-Approved	6
Total	70

Health Services - Office of AIDS Programs and Policy (#25770)

11/19/02	1	0977N		Program Manager I	H	Revenue offset - grant funded	Approved	11/19/02	Critical need - revenue offset
11/21/02	1	8108N		Comm Svcs Counselor	H	Revenue offset - grant funded	Approved	12/13/02	Revenue offset
11/21/02	1	2216A		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/13/02	Revenue offset
11/21/02	1	0888N		AA II	H	Revenue offset - grant funded	Approved	12/13/02	Revenue offset
11/21/02	1	2216A	ITC	Sr. Typist Clerk	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
11/21/02	1	8973N		Res Analyst III, BS	H	Revenue offset - grant funded	Approved	01/22/03	Revenue offset
12/02/02	1	8108N		Comm Svcs Counselor	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	1759A	Res Analyst II, BS	Epidemiologist	P	Critical need	Approved	01/27/03	Critical need
12/17/02	1	2103F		Sr. Sec IV	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/17/02	1	2216N		Sr. Typist Clerk	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	0647N		Accountant II	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	8972N		Res Analyst II, BS	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset
12/23/02	1	0889N		AA III	H	Revenue offset - grant funded	Approved	12/27/02	Revenue offset

Hires-Approved	11
Promotions-Approved	2
Total	13

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Health Services - Alcohol and Drug Program (#20400)

10/29/02	1	2591A	Data System Analyst I	Data System Analyst II	P	Revenue offset	Approved	11/26/02	Revenue offset
10/29/02	1	0647N	Acctg Tech II	Accountant II	P	Revenue offset	Approved	11/26/02	Revenue offset
10/29/02	1	2590N	Data Sys Analyst Aid	Data System Analyst I	P	Revenue offset - grant funded	Approved	11/26/02	Revenue offset
10/29/02	1	0578A	Account Clerk I	Account Clerk II	P	Revenue offset - grant funded	Approved	12/09/02	Revenue offset
10/29/02	1	2591N		Data System Analyst II	H	Revenue offset	Approved	12/13/02	Revenue offset
10/29/02	1	0647N		Accountant II	H	Revenue offset - grant funded	Approved	12/13/02	Revenue offset
10/29/02	1	4595N	Head Clerk	Assistant Staff Analyst	P	Revenue offset	Approved	12/19/02	Revenue offset
11/21/02	1	0749N	HCFA	Financial Specialist III	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	4614N		Contract Program Auditor	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	4850A		Sr. Health Educator	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	4253F		Student Worker	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	8108N		Comm Svcs Counselor	H	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	0657N	Accountant II	Acctg Officer II	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset
12/12/02	1	4614N	AA III	Contract Program Auditor	P	Revenue offset - grant funded	Approved	12/19/02	Revenue offset

Hires-Approved	6
Promotions-Approved	8
Total	14

Human Relations Commission (#19050)

12/04/02	1	1681A		Sr Human Relations Consultant	H	To develop and provide formal human relations training.	Approved	12/12/02	Critical to the development of a formal human relations training institute in collaboration with a major university.
12/04/02	1	1681A	Human Relations Consultant	Sr Human Relations Consultant	P	Has performed duties of Senior Human Relations Consultant and is currently a candidate on the promotional list.	Approved	12/12/02	Critical need

Hires-Approved	1
Promotions-Approved	1
Total	2

Human Resources (#11201)

10/30/02	1	1849F		Sr DPT	H	Annual Benefit Enrollment - critical workload	Approved	11/06/02	Critical need - Section 170
10/30/02	1	1890A	Sr Typist Clerk	Personnel Assistant	P	Training Academy - additional responsibilities	Denied	11/06/02	Insufficient information
10/30/02	2	1910A	AA I	HR Analyst I	P	Centralized Exams - reduce paid overtime	Denied	11/06/02	Insufficient information
10/30/02	1	1914A		Principal Analyst, HR	H	Classifications - critical workload	Approved	11/06/02	Critical need - IFT/Revenue offset
12/09/02	2	1911A	HR Analyst I	HR Analyst II	P	Classifications - employee development	Approved	12/11/02	Critical need - vacancy factor greater than 25%
12/09/02	1	1913A		HR Analyst IV	H	Classifications - critical workload	Approved	12/11/02	Critical need - vacancy factor greater than 25%
12/19/02	1	1843A	Personnel Assistant	Sr DPA	P	Evaluation and Testing - workload	Approved	01/08/03	Critical need - IFT/Revenue offset
12/19/02	1	1843A	Head Clerk	Sr DPA	P	Exams - workload	Approved	01/08/03	Critical need - IFT/Revenue offset
12/19/02	1	1843A	Sr Typist Clerk	Sr DPA	P	Org and Employee Development - workload	Approved	01/08/03	Critical need
12/19/02	1	1849A	Princ Personnel Assist	Sr DPT	P	Admin - workload and employee development	Approved	12/30/02	Critical need
12/19/02	1	1890A		Personnel Assistant	H	Appeals - workload	Approved	01/22/03	Critical need - vacancy factor greater than 25% & IFT/Revenue offset
12/19/02	1	1893A		Princ Personnel Assist	H	Org and Employee Development - workload	Denied	01/22/03	Short-term workload
12/19/02	1	1910A	HR Analyst Trainee	HR Analyst I	P	Appeals - workload and employee development	Approved	12/30/02	Critical need - vacancy factor greater than 25% & IFT/Revenue offset
12/19/02	2	1910A	AA I	HR Analyst I	P	Exams - workload and employee development	Approved	12/30/02	Critical need - IFT/Revenue offset
12/19/02	2	1911A	HR Analyst I	HR Analyst II	P	HR Dept'l Support - workload and employee development	Approved	01/13/03	Critical need - IFT/Revenue offset
12/19/02	1	1911A	HR Analyst I	HR Analyst II	P	Test Research - workload and employee development	Approved	12/30/02	Critical need - IFT/Revenue offset
12/19/02	1	1912A	HR Analyst II	HR Analyst III	P	Compensation - critical workload	Approved	01/13/03	Critical need - IFT/Revenue offset
12/19/02	1	1912A	Assist Staff Analyst, HS	HR Analyst III	P	Compensation - critical workload	Approved	01/13/03	Critical need - IFT/Revenue offset
12/19/02	1	1912A	HR Analyst II	HR Analyst III	P	Exams - workload and employee development	Approved	01/13/03	Critical need - IFT/Revenue offset

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Human Resources (#11201) continued

12/19/02	1	1912A	Sr Acctg System Tech	HR Analyst III	P	Admin - workload and employee development	Approved	01/13/03	Critical need
12/19/02	1	1912A	HR Analyst II	HR Analyst III	P	Classifications - workload	Denied	01/13/03	Insufficient information
12/19/02	1	1912A	HR Analyst II	HR Analyst III	P	Classifications - workload and employee development	Approved	01/13/03	Critical need - IFT/Revenue offset
12/19/02	1	1913A	HR Analyst III	HR Analyst IV	P	Compensation - critical workload	Approved	01/13/03	Critical need - vacancy factor greater than 25% & IFT/Revenue offset
12/19/02	1	1913F		HR Analyst IV	H	Contracting training instructor	Approved	01/22/03	Critical need
12/19/02	1	1914A	Revenue Manager I	Principal Analyst, HR	P	Admin - critical fiscal mgmt	Approved	12/30/02	Critical need
12/19/02	1	1914A	HR Analyst IV	Principal Analyst, HR	P	Admin - critical central administration	Approved	12/30/02	Critical need
12/19/02	1	2214A		ITC	H	Org and Employee Development - critical support	Approved	01/22/03	Critical vacancy - only clerical position supporting over 20 employees
12/19/02	1	2214A	SPW	ITC	P	Exams - workload and employee development	Approved	12/30/02	Critical need - IFT/Revenue offset
12/19/02	4	8243F		SPW	H	Temporary workloads	Approved	01/09/03	Critical need
12/30/02	1	1912A		HR Analyst III	H	Civil Service Advocacy - workload	Approved	01/13/03	Critical need - vacancy factor greater than 15% & IFT/Revenue offset

Hires-Approved	11
Hires-Denied	1
Promotions-Approved	21
Promotions-Denied	4
Total	37

Internal Services Department (#13100)

09/11/02	1	2216A	TBD	Sr Typist Clerk	P	Backfill a vacant position.	Denied	12/19/02	Critical need not demonstrated
09/11/02	1	2332A	TBD	Warehouse Wkr II	P	Critical to meet department's main mission	Denied	12/19/02	Critical need not demonstrated
09/11/02	1	2526A	TBD	EDP Princ Prog Analyst	P	Critical to meet department's main mission	Denied	12/19/02	Critical need not demonstrated
09/11/02	1	2568A		Info Tech Spec, ISD	H	Critical to meet department's main mission	Denied	12/19/02	Critical need not demonstrated
09/16/02	1	6545A		Elec Commun Equip Installer	H	Critical to meet department's main mission	Denied	12/19/02	Critical need not demonstrated
09/19/02	2	2216A	TBD	Sr Typist Clerk	P	Backfill a vacant position.	Denied	12/19/02	Critical need not demonstrated
09/19/02	2	4128A	TBD	Facility Project Mgr II	P	Backfill a vacant position.	Denied	12/19/02	Critical need not demonstrated
09/24/02	3	0642A	TBD	Acctg Tech I	P	Backfill a vacant position.	Approved	02/05/03	Critical vacancy
09/24/02	1	0643A	TBD	Acctg Tech II	P	Backfill a vacant position.	Approved	02/05/03	Critical vacancy
09/24/02	1	2568A		Info Tech Spec, ISD	H	Critical to meet department's main mission	Denied	12/19/02	Critical need not demonstrated
09/24/02	1	2568O		Info Tech Spec, ISD	H	Critical to meet department's main mission.	Approved	12/19/02	Per MOU between CAO and ISD
10/02/02	2	1138A		Intermediate Clerk	H	All clerical positions vacant in Fleet Svcs section	Approved	10/25/02	100% clerical vacancy rate
10/02/02	1	1843A		Sr DPA	H	Additional workload	Approved	10/25/02	Position authorized in 02-03 to handle employee background check.
10/02/02	1	2331A	Warehouse Wkr Aid	Warehouse Wkr I	P	Backfill a vacant position.	Approved	10/25/02	Critical vacancy
10/02/02	1	2534A	Sr Systems Aid	EDP Sup Anal I	P	Backfill a vacant higher level position.	Denied	10/16/02	Exceeds MOU guidelines
10/02/02	1	2535A	Sr Systems Aid	EDP Sup Anal II	P	Backfill a vacant higher level position.	Denied	10/16/02	Critical need not demonstrated
10/02/02	1	4229A		Contract Prog Monitor	H	Critical to meet department's main mission.	Approved	10/17/02	Per MOU between CAO and ISD
10/03/02	2	2525A	EDP Prog Anal II	EDP Sr Prog Anal	P	Critical to meet department's main mission.	Approved	10/17/02	Per MOU between CAO and ISD
10/07/02	1	0915A	Staff Assistant II	Staff Assistant III	P	Working out-of-class for over one year	Approved	12/05/02	Working out-of-class for over one year.
10/07/02	1	2520A	EDP Asst Prog Anal	EDP Prog Anal I	P	Critical to meet department's main mission.	Approved	12/02/02	Per MOU between CAO and ISD
10/07/02	1	2521A	EDP Prog Anal I	EDP Prog Anal II	P	Critical to meet department's main mission.	Approved	12/03/02	Per MOU between CAO and ISD
10/07/02	1	6545A	Intermediate Clerk	Electronics Commun Equip Installer	P	Critical to meet department's main mission.	Approved	10/22/02	Per MOU between CAO and ISD
10/09/02	1	1002A	DPT	ASM I	P	Working out-of-class for over one year	Approved	10/09/02	Working out-of-class for over one year.
10/10/02	1	2343A		Procurement Aid	H	Critical to meet department's main mission.	Approved	12/06/02	Per MOU between CAO and ISD
10/10/02	1	2343O		Procurement Aid	H	Critical to meet department's main mission.	Approved	12/05/02	Per MOU between CAO and ISD
10/21/02	1	1138A		Intermediate Clerk	H	2 out of 3 clerical positions vacant	Approved	12/05/02	Critical vacancy
10/29/02	2	6661A	Bldg Craft Supvr I	Sec Mgr Fac Ops, ISD	P	Working out-of-class and receiving bonus pay.	Approved	12/05/02	Working out-of-class for over 6 months
11/15/02	1	1003A	Dep't Civil Svcs Rep	ASM II	P	Working out-of-class and receiving bonus pay.	Approved	12/02/02	Working out-of-class for over 7 months.
12/04/02	1	0642A		Acctg Tech I	H	High vacancy rate.	Approved	11/26/02	Critical vacancy
12/04/02	12	2534A	EDP Asst Prog Anal	EDP Prog Anal I	P	Critical to meet department's main mission.	Approved	12/10/02	Per MOU between CAO and ISD
12/04/02	13	2535A	EDP Prog Anal I	EDP Prog Anal II	P	Critical to meet department's main mission.	Approved	12/10/02	Per MOU between CAO and ISD
12/05/02	1	2096A	Supvg Typist Clerk	Sec III	P	Backfill vacancy for transferred employee	Approved	12/26/02	Backfill vacancy for transferred employee

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Internal Services Department (#13100) continued

12/05/02	1	2096A		Sec III	H	No secretarial support since 4/02.	Approved	01/08/03	No secretarial support since 4/02.
12/05/02	4	2568A	EDP Princ Prog	Info Tech Spec, ISD	P	Critical to meet department's main mission.	Approved	12/29/02	Per MOU between CAO and ISD
12/10/02	1	2096A	Sr Typist Clerk	Sec III	P	Working out-of-class for over 8 months	Approved	12/20/02	Working out-of-class for over 8 months.
12/10/02	1	2423A	Telephone Operator	Sr Telephone Operator	P	Backfill a vacant position.	Approved	12/20/02	Critical vacancy
12/10/02	1	2423A	Telephone Operator	Sr Telephone Operator	P	Working out-of-class for over 6 months	Approved	12/20/02	Working out-of-class over 6 months
12/10/02	1	2551A		EDP Sr Prog Anal	H	Critical to meet department's main mission.	Approved	12/16/02	Per MOU between CAO and ISD
12/10/02	1	2572A		Sr Info Tech Spec, ISD	H	Critical to meet department's main mission.	Approved	12/19/02	Per MOU between CAO and ISD
12/10/02	1	3528A		Telecom Sys Engr	H	Critical to meet department's main mission.	Approved	12/19/02	Per MOU between CAO and ISD
12/10/02	1	7575A	Intermediate Clerk	Printer I	P	Working out-of-class for over one year	Approved	12/20/02	Working out-of-class for over one year.
12/16/02	5	2261A	Purch & Contract Anal I	Purch & Contract Anal II	P	Critical to meet department's main mission.	Approved	12/19/02	Per MOU between CAO and ISD
12/17/02	1	1140A	Board Specialist	Senior Clerk	P	Utilized temporary personnel for over a year.	Approved	12/20/02	Utilized temporary personnel for over a year

TBD - To be determined

Hires-Approved	13
Hires-Denied	3
Promotions-Approved	55
Promotions-Denied	9
Total	80

Mental Health (#20500)

10/01/02	1	5278A	Assistant MH Counselor, RN	MH Counselor, RN	P	Provides direct client services	Approved	10/04/02	Critical need - provides direct client services
10/01/02	1	8693A		Clinical Psychologist II	H	Provides direct client services	Approved	10/04/02	Critical need - provides direct client services
10/01/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	10/04/02	Critical need - provides direct client services
10/01/02	1	1331A	ITC	Payroll Clerk I	P	Provides technical support in Payroll	Approved	10/04/02	Critical need - provides technical support in Payroll
10/01/02	1	889A	Staff Assistant II	AA III	P	Provides direct client services	Denied	10/04/02	Position is not vacant
10/01/02	1	2221A	Sr Typist Clerk	Intermediate Supvg TC	P	Provides clerical support for direct client staff	Approved	10/04/02	Critical need - provides clerical support to direct client staff
10/01/02	1	1138A		Intermediate Clerk	H	Provides clerical support for direct client staff	Approved	10/04/02	Critical need - provides clerical support to direct client staff
10/01/02	1	1138A		Intermediate Clerk	H	Provides clerical support for direct client staff	Approved	10/04/02	Critical need - provides clerical support to direct client staff
10/03/02	1	8148A	Comm Svcs Coord II	MH Svcs Coord I	P	Provides hands on training re: billing	Approved	11/26/02	Critical need - provides hands on billing training
10/03/02	2	9193A	Sr Typist Clerk	Patient Financial Svcs Worker	P	Provides clerical support	Approved	11/26/02	Critical need - performs revenue generating functions
10/03/02	1	2096A	ITC	Sec III	P	Provides clerical support	Denied	11/26/02	Position not considered mission critical
10/03/02	1	2214A		ITC	H	Provides clerical support for direct client staff	Approved	11/26/02	Critical need - provides clerical support to direct client staff
10/03/02	10	1481A	Medical Case Worker I	Deputy Public Conserv/Admin II	P	Provides direct client services - Public Guardian	Approved	12/19/02	Critical need - provides direct client services
10/03/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	10/08/02	Critical need - provides direct client services
10/03/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	10/08/02	Critical need - provides direct client services
10/09/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	10/18/02	Critical need - provides direct client services
10/09/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	10/21/02	Critical need - provides direct client services
10/10/02	2	5278A	Assistant MH Counselor, RN	MH Counselor, RN	P	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/10/02	1	9035A	Psych Social Worker I	Psych Social Worker II	P	Paired Class	Approved	10/29/02	Paired Class - Required by MOU
10/10/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/10/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	1	9001A	Student Worker	Medical Case Worker I	P	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	3	9035A		Psych Social Worker II	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	2	8162A		Psych Tech II	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	1	8105A		Sr Community Wkr II	H	Provides direct client services	Approved	10/29/02	Critical need - provides direct client services
10/23/02	1	0889A	Staff Assistant II	AA III	P	Provides administrative support at clinic	Denied	12/24/02	Position not considered mission critical
10/23/02	1	0648A	Accountant I	Accountant III	P	Provides specialized accounting support	Approved	12/24/02	Critical need - provides specialized accounting support
10/23/02	1	8149A	MH Svcs Coord I	MH Svcs Coord II	P	Provides administrative support at clinic	Denied	12/24/02	Position not considered mission critical
10/23/02	1	8148A	Medical Case Wkr II	MH Svcs Coord I	P	Provides administrative support at clinic	Denied	12/24/02	Position not considered mission critical

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Mental Health (#20500) continued									
10/23/02	1	2102A	Sr Sec II	Sr Sec III	P	Provides clerical support for direct client staff	Denied	12/24/02	Position not considered mission critical
10/23/02	1	2219A	ITC	Supvg Typist Clerk	P	Provides administrative support at clinic	Denied	12/24/02	Position not considered mission critical
10/23/02	1	8242A		Student Worker	H	Provides supporting services to clinics	Approved	12/24/02	Critical need - provides supporting services to clinics
10/23/02	1	2214A	ITC (F)	ITC	P	Provides clerical support for direct client staff	Denied	11/26/02	Position not considered mission critical
10/23/02	1	0907A	Intermediate Clerk	Staff Assistant I	P	Provides clerical support for direct client staff	Denied	11/26/02	Position not considered mission critical
10/23/02	1	9038A		Supvg Psychiatric Social Worker	H	Provides direct client service	Approved	12/17/02	Critical need - provides direct client services - Juv Justice
10/23/02	1	2214A		ITC	H	Provides administrative support at clinic	Denied	11/13/02	Position not considered mission critical
10/23/02	1	2212A		Typist Clerk	H	Provides clerical support for direct client staff	Approved	11/13/02	Critical need - provides clerical support to direct client staff
11/01/02	1	5278A	Assistant MH Counselor, RN	MH Counselor, RN	P	Provides direct client services	Approved	11/07/02	Critical need - provides direct client service
11/07/02	1	1003A		ASM II	H	Provides overall supervision of Contracts & Grants	Approved	11/14/02	Critical need - provides overall supervision of Contracts & Grants
11/07/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	11/13/02	Critical need - provides direct client service
11/07/02	1	4727A	Staff Assistant I	MH Analyst I	P	Provides supervision over several program functions	Approved	12/30/02	Critical need - provides critical oversight functions
11/07/02	1	8712A	Clinical Psychologist II	Sr Community MH Psychologist	P	Provide clinical support and supervision	Denied	12/30/02	Denied - no vacant budgeted item
11/07/02	1	0648A		Accountant III	H	Provides specialized accounting functions	Approved	12/30/02	Critical need - provides specialized accounting support
11/07/02	1	8712A	Clinical Psychologist II	Sr Comm MH Psych	P	Provides direct client services	Approved	12/30/02	Critical need - provides direct client service
11/19/02	1	8693A		Clinical Psychologist II	H	Provides direct client services	Approved	11/21/02	Critical need - provides direct client service
11/19/02	1	8103A		Community Worker	H	Provides direct client services	Approved	11/21/02	Critical need - provides direct client service
11/19/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	11/21/02	Critical need - provides direct client service
11/19/02	1	4722A	MH Clinical Program Head	MH Clinical District Chief	P	Provides essential program services	Approved	12/31/02	Critical need - provides essential program services
11/19/02	1	2157A	Sr Sec III	Sec, MH Commission	P	Provides clerical and administrative support	Denied	12/31/02	Position not considered mission critical
11/19/02	1	0913A	Staff Assistant I	Staff Assistant II	P	Provides supervisory oversight	Approved	12/31/02	Critical need - provides critical oversight functions
11/19/02	1	2102A	Sec III	Sr Sec III	P	Provides clerical and administrative support	Denied	12/31/02	Position not considered mission critical
11/19/02	4	2214A		ITC	H	Provides clerical and administrative support	Denied	12/31/02	Position not considered mission critical
11/19/02	1	9192A		Patient Resource Wkr	H	Provides clerical and administrative support	Denied	12/31/02	Position not considered mission critical
11/19/02	1	2212A		Typist Clerk	H	Provides clerical and administrative support	Denied	12/31/02	Position not considered mission critical
11/19/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	12/10/02	Critical need - provides direct client service
12/05/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	12/11/02	Critical need - provides direct client service
12/06/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	12/11/02	Critical need - provides direct client service
12/10/02	2	5278A	Assistant MH Counselor, RN	MH Counselor, RN	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	9001A	Community Worker	Medical Case Worker I	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	9035A	MH Svcs Coord I	Psych Social Worker II	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	8697A	Clinical Psych II (F)	Clinical Psychologist II	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	8103A	Community Worker (F)	Community Worker	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	9034A	Psych Social Wkr I (F)	Psych Social Worker I	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/10/02	1	4731A	MH Analyst II	MH Analyst III	P	Assist in clinic operations	Denied	01/05/03	Position not considered mission critical
12/10/02	1	4731A	MH Analyst II	MH Analyst III	P	Provides direct client services	Approved	01/05/03	Critical need - provides direct client service
12/10/02	1	8149A	Psych Social Worker I	MH Svcs Coord II	P	Assist in clinic operations	Denied	01/05/03	Position not considered mission critical
12/10/02	1	9193A	Patient Resource Wkr	Patient Fin Svcs Wkr	P	Assist in clinic operations	Denied	01/05/03	Position not considered mission critical
12/10/02	1	0907A	ITC	Staff Assistant I	P	Assist in clinic operations	Denied	01/05/03	Position not considered mission critical
12/10/02	1	9038A	Psych Social Worker II	Supvg Psychiatric Social Worker	P	Provides direct client services	Approved	01/05/03	Critical need - provides direct client service
12/10/02	2	1480A		Deputy Public Conserv/Admin I	H	Provides direct client services	Approved	01/05/03	Critical need - provides direct client service
12/12/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	12/27/02	Critical need - provides direct client service
12/12/02	1	9038A		Supvg Psychiatric Social Worker	H	Provides direct client services	Approved	01/07/03	Critical need - provides direct client service

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Mental Health (#20500) continued

12/12/02	1	8697A	MH Counselor, RN	Clinical Psychologist II	P	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/12/02	1	9034A		Psych Social Worker I	H	Provides direct client services	Approved	12/17/02	Critical need - provides direct client service
12/12/02	1	8148A	Comm Svcs Coord II	MH Svcs Coord I	P	Provide assistance for GROW program	Denied	01/08/03	Budgeted item in request not vacant
12/12/02	1	1488A	Supvg Deputy Public Conservator II	Assistant Division Chief, Public Guardian	P	Provide critical program support functions	Approved	01/08/03	Critical need - provides essential program services
12/12/02	1	0889A		AA III	H	Provide clerical support	Denied	01/08/03	Position not considered mission critical
12/12/02	1	1138A		Intermediate Clerk	H	Provides critical administrative support	Approved	01/08/03	Critical need - provides essential program services
12/12/02	1	8148A		MH Svcs Coord I	H	Provides critical program support functions	Approved	01/08/03	Critical need - provides essential program services
12/18/02	1	5278A	Assistant MH Counselor, RN	MH Counselor, RN	P	Provides direct client services	Approved	12/19/02	Critical need - provides direct client service
12/18/02	1	8697A	Clinical Psych II (F)	Clinical Psychologist II	P	Provides direct client services	Approved	12/19/02	Critical need - provides direct client service
12/18/02	1	8697A		Clinical Psychologist II	H	Provides direct client services	Approved	12/19/02	Critical need - provides direct client service
12/18/02	1	9034A		Psych Social Worker I	H	Provides direct client services	Approved	12/19/02	Critical need - provides direct client service
12/18/02	1	4735A		MH Psychiatrist	H	Provides direct client services	Approved	12/19/02	Critical need - provides direct client service
12/18/02	1	0913A	Sr Sec III	Staff Assistant II	P	Provides critical program support functions	Approved	01/08/03	Critical need - provides essential program services
12/18/02	2	2214A		ITC	H	Provides administrative support at clinic	Denied	01/08/03	Positions not considered mission critical
12/26/02	1	9034A	Medical Case Wkr II	Psych Social Worker I	P	Provides direct client services	Approved	12/27/02	Critical need - provides direct client service
12/27/02	1	5278A	Assistant MH	MH Counselor, RN	P	Provides direct client services	Approved	12/27/02	Critical need - provides direct client service
12/27/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	12/27/02	Critical need - provides direct client service
12/30/02	3	9193A	Intermediate Clerk	Patient Fin Svcs Wkr	P	Provides critical revenue generating functions	Approved	01/13/03	Critical need - provides critical revenue generating functions
12/30/02	1	2214A		ITC	H	Provides administrative support at clinic	Denied	01/13/03	Position not considered mission critical
12/30/02	1	8148A	Medical Case Wkr II	MH Svcs Coord I	P	Provides critical program services, including direct client	Approved	01/09/03	Critical need - services provided deemed direct client
12/31/02	1	9001A		Medical Case Worker I	H	Provides direct client services	Approved	01/03/03	Critical need - provides direct client service
12/31/02	1	2214A	Typist Clerk	ITC	P	Provides administrative support at clinic	Denied	01/13/03	Position not considered mission critical

Hires-Approved	44
Hires-Denied	11
Promotions-Approved	46
Promotions-Denied	18
Total	119

Office of Public Safety(#16280)

10/07/02	1	1140A	Intermediate Clerk	Sr Clerk	P	Performing duties of higher position	Approved	10/30/02	Concur with departmental justification.
10/09/02	1	2216A	ITC	Sr Typist Clerk	P	Performing duties of higher position	Approved	10/30/02	Concur with departmental justification.
10/09/02	1	2214A	Intermediate Clerk	ITC	P	Performing duties of higher position	Approved	10/30/02	Concur with departmental justification.
10/09/02	1	0907A	DPA	Staff Assistant	P	Performing duties of higher position	Approved	10/30/02	Concur with departmental justification.
10/09/02	1	1002A	Sr Personnel Assist	ASM I	P	Performing duties of higher position	Denied	10/30/02	Critical need not demonstrated.
10/09/02	1	1331A	Senior Clerk	Payroll Clerk I	P	Performing duties of higher position	Approved	10/24/02	Critical need - provides technical support in Payroll.
10/09/02	1	4229A		Contract Program Mgr	H	Critical position.	Approved	10/24/02	Critical need - solicitation and administration of security contracts.
10/09/02	1	2098A	Sr Typist Clerk	Sec V	P	Performing duties of higher position	Denied	10/30/02	Critical need not demonstrated.
10/09/02	1	2214A	Intermediate Clerk	ITC	P	Working out-of-class	Approved	10/30/02	Concur with departmental justification.
12/27/02	17	2447A	Dispatcher I	Dispatcher II	P	Reclassified positions	Denied	01/09/03	Lack of budget allocation.
12/30/02	1	2216A	ITC	Sr Typist Clerk	P	Working out-of-class	Approved	01/09/03	Concur with departmental justification.
12/30/02	1	1140A		Sr Clerk	H	Provides critical support in Contract Monitoring Unit.	Approved	01/09/03	Critical need - verify and process billings for contract security services.

Hires-Approved	2
Promotions-Approved	7
Promotions-Denied	19
Total	28

Ombudsman (#15680)

11/21/02	1	9243F		SPW	H	Provides clerical support to direct staff	Denied	10/30/02	Department retracted request.
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
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Ombudsman (#15680) continued

Hires-Denied	1
Total	1

Parks and Recreation (#27640)

09/04/02	1	8769A		Chief Deputy Director	H	Critical management vacancy	Approved	10/16/02	Critical management vacancy
09/23/02	1	2214N		ITC	H	Temporary clerical support.	Approved	10/10/02	Temporary - incumbent out on industrial injury.
09/23/02	1	1002A	AA III	ASM I	P	Incumbent working out-of-class	Approved	10/10/02	Critical need position
09/23/02	1	1843A	DPA	Sr DPA	P	Incumbent working out-of-class	Approved	10/10/02	Critical need position
09/25/02	1	8766A		Special Asst. P&R	H	Fill critical management vacancy.	Approved	11/01/02	Critical management vacancy
09/26/02	1	2370A		Asst. Supply Officer I	H	Fill critical supervisory vacancy	Approved	10/10/02	Critical supervisory vacancy
10/01/02	1	8767A		Assistant Director, P&R	H	Fill critical management vacancy.	Approved	11/15/02	Critical management vacancy
10/03/02	1	0282A		Assistant Arboretum Gardener	H	Fill critical vacancy	Approved	10/10/02	Critical vacancy
10/03/02	1	0907A		Staff Assistant I	H	Fill critical vacancy	Approved	10/10/02	Back-fill critical vacancy created by voluntary demotion of incumbent.
10/03/02	1	8590A	Crew Instructor	Supvg Crew Instructor.	P	Incumbent working out-of-class	Approved	10/10/02	Back-fill critical position & to eliminate out-of-class bonus.
10/03/02	1	8767A		Assistant Director, P&R	H	Fill critical management vacancy.	Approved	10/23/02	Critical management vacancy
10/09/02	1	0907A	Intermediate Cashier	Staff Assistant I	P	Incumbent working out-of-class	Approved	10/24/02	Back-fill critical position & to eliminate out-of-class bonus.
10/09/02	1	0907A	Procurement Aid	Staff Assistant I	P	Incumbent working out-of-class	Approved	10/24/02	Back-fill critical position & to eliminate out-of-class bonus.
10/10/02	1	7269A	Irrigation & Lawn Sprinkler Fitter	Plumber	P	Fill critical vacancy.	Approved	11/05/02	Back-fill critical position.
10/10/02	1	7275A	Plumber	Plumber Supvr	P	Incumbent working out-of-class	Approved	11/05/02	Back-fill critical position & to eliminate out-of-class bonus.
10/24/02	1	2102A		Sr Sec III	H	Fill critical vacancy.	Approved	11/07/02	To fill critical vacancy for support to the Division Manager.
10/24/02	1	4049A		Landscape Architectural Associate	H	Fill critical vacancy.	Approved	11/07/02	Back-fill critical vacancy.
10/29/02	1	0642A		Acctg Tech I	H	Back-fill.	Approved	11/07/02	Back-fill critical vacancy.
10/29/02	2	0889A		AA III	H	Back-fills	Approved	11/07/02	Back-fill critical vacancies.
11/13/02	2	08242F		Student Worker	H	Clerical support	Approved	12/03/02	Critical clerical support.
11/13/02	4	08243F		SPW	H	Support information technology unit	Approved	12/03/02	Support information technology unit
11/18/02	1	8767A		Assistant Director, P&R	H	Critical management vacancy	Approved	12/05/02	Critical Management Position.

Hires-Approved	20
Promotions-Approved	7
Total	27

Probation (#17000)

10/01/02	1	2214A		ITC	H	Vacancy ratio & revenue offset	Approved	10/15/02	57% vacancy ratio in Juvenile Special Svcs, School Based Probation Supervision; revenue offset with Juvenile Justice Crime Prevention Program (JJCPP) funds
10/01/02	1	8670A		Investigator Aid	H	Revenue offset & avoids overtime pay	Approved	10/15/02	Revenue offset by Electronic Monitoring Contract
10/01/02	1	2214A		ITC	H	Avoids overtime pay	Denied	11/07/02	Vacancy appears manageable
10/01/02	1	8670A		Investigator Aid	H	Critical position	Denied	11/07/02	Vacancy appears manageable
10/01/02	1	8670A		Investigator Aid	H	Critical position	Denied	11/07/02	Approved for other Investigator Aid positions
10/01/02	1	1334A		Payroll Clerk II	H	Vacancy ratio	Approved	11/07/02	30% vacancy ratio in Personnel Services - Payroll
10/01/02	1	1334A		Payroll Clerk II	H	Critical position	Approved	11/07/02	Critical position that helps service payroll for over 5,000 employees & needed to mitigate overtime
10/01/02	1	8638A	AA II	Program Analyst, Probation	P	Critical position & avoids overtime pay	Approved	11/07/02	In-lieu of out-of-class bonus
10/01/02	1	8638A	AA I	Program Analyst, Probation	P	Avoids out-of-class bonus	Approved	11/07/02	Employee has been receiving out-of-class bonus for 21 months
10/01/02	4	8243F		SPW	H	Critical positions	Approved	11/07/02	Critical positions in the Operation Read Program
10/15/02	1	0578A		Account Clerk II	H	Revenue generating	Approved	11/07/02	Generates revenue - Victim's Restitution
10/15/02	1	8642A		Administrative Investigator, Probation	H	Critical position & vacancy ratio	Approved	11/07/02	25% vacancy ratio in Admin Services, Employee Investigative Services

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Probation (#17000) continued									
10/15/02	1	8103		Community Worker	H	Critical position	Approved	11/07/02	Critical position
10/15/02	1	2214A		ITC	H	Critical position	Approved	11/07/02	Critical position that processes outgoing reports in Adult Field Services
10/15/02	1	2214A		ITC	H	Critical position	Approved	11/07/02	Critical position that tracks, monitors, and delivers court reports in Detention Services, Intake and Detention Control
10/15/02	1	2214A		ITC	H	Critical position	Denied	11/07/02	Approved other ITC positions
10/15/02	1	8672A		Investigator	H	Critical position	Denied	11/07/02	Vacancy appears manageable
10/15/02	1	8613A	Special Assistant, Probation	Probation Director I	P	Vacancy ratio & revenue offset	Approved	11/07/02	50% vacancy ratio & revenue offset by Schiff-Cardenas (JJCPP) funds
10/15/02	1	1140A		Senior Clerk	H	Revenue offset	Approved	11/07/02	Revenue offset by Prop 36 funds
10/15/02	1	8648A		Special Assistant, Probation	H	Vacancy ratio	Denied	11/07/02	Does not appear critical at this time
10/15/02	1	8641A	Sr. Contract Program Auditor	Supvgr Program Analyst, Probation	P	Vacancy ratio & revenue offset	Approved	11/07/02	100% vacancy ratio in Admin Services, Contract Monitoring & revenue offset by Schiff-Cardenas (JJCPP) funds
10/15/02	1	2219A		Supvgr Typist Clerk	H	Vacancy ratio	Approved	11/07/02	25% vacancy ratio & backfill critical position in Ancillary Support Services, Clerical Services that supervises two 8-hr shifts of 13 contract staff
10/25/02	1	2214A		ITC	H	Revenue Offset	Approved	11/21/02	Revenue offset through CBAC/Electronic Monitoring
10/25/02	1	8670A		Investigator Aid	H	Revenue Offset	Approved	11/21/02	Revenue offset by Prop 36 funds
10/25/02	1	8642A		Administrative Investigator, Probation	H	Critical position & vacancy ratio	Approved	11/25/02	25% vacancy ratio in Admin Services, Employee Investigative Services
10/25/02	1	1535A		Financial Evaluator	H	Revenue generating	Approved	11/25/02	Revenue generating - Victims Restitution Payments
10/25/02	1	6022A		Light Vehicle Driver	H	Critical position	Approved	11/25/02	Critical position that provides daily courier services
10/25/02	1	2214A		ITC	H	Revenue generating	Approved	11/25/02	Revenue generating - Victims Restitution Payments
10/25/02	1	2214A		ITC	H	Critical position	Approved	11/25/02	Critical position that processes approx. 2,000 court referrals monthly
10/25/02	1	2214A		ITC	H	Critical position	Approved	11/25/02	Critical position that processes over 1,000 notification letters to victims for court hearings
10/25/02	3	2214A		ITC	H	Critical position	Denied	11/25/02	Vacancy appears manageable at 12%
10/25/02	1	2214A	Typist Clerk	ITC	P	Critical position, in-lieu of out-of-class bonus	Approved	11/25/02	Critical position that handles the juvenile calendar process & has been working out-of-class for 16 months
10/25/02	1	8243A		SPW	H	Critical position	Approved	11/25/02	Critical position that tutors minors in the Operation Read Program in the Kenyon Juvenile Justice Center
11/01/02	1	1842A		DPA	H	Critical position & vacancy ratio	Denied	12/03/02	Approved promotion of a Sr. DPA
11/01/02	1	1848A	Sr DPA	DPT	P	Critical position	Approved	12/03/02	Promotion is in-lieu of out-of-class bonus (paid since 1/1/02)
11/01/02	1	2214A		ITC	H	Critical position & vacancy ratio	Approved	12/03/02	28% vacancy ratio & revenue generating - collects financial obligations from probationers
11/01/02	1	2214A		ITC	H	Critical position	Approved	12/03/02	Critical position that processes court orders, transfers cases, processes "Start" packets and restitution packets
11/01/02	1	2214A		ITC	H	Critical position	Denied	12/03/02	Vacancy appears manageable at 17%
11/01/02	1	2214A		ITC	H	Critical position	Approved	12/03/02	Critical position that helps dept. comply with the Inter State Compact
11/01/02	1	1843A	Sr Typist Clerk	Sr DPA	P	Critical position & vacancy ratio	Approved	12/03/02	50% vacancy ratio & critical position that processes new hires and resolves employee benefits problems. Also, promotion in-lieu of out-of-class bonus (paid since 8/15/01)
11/08/02	1	2214A		ITC	H	Revenue offset	Approved	11/25/02	Offset by revenue collected from parents for their minor's detention costs
11/08/02	1	6766A		Institutional Laborer	H	Critical position & vacancy ratio	Approved	12/17/02	100% vacancy ratio & critical position that lifts, loads, unloads, and operates institutional size washers and dryers
11/08/02	1	2214A		ITC	H	Critical position & vacancy ratio	Approved	12/17/02	100% vacancy ratio & critical position that receives and process all IA packets and maintains personnel files
11/08/02	1	2214A		ITC	H	Critical position & vacancy ratio	Approved	12/17/02	28% vacancy ratio & critical position that generates revenue by posting payments from probationers
11/08/02	1	8670A		Investigator Aide	H	Critical position & vacancy ratio	Approved	12/17/02	32% vacancy ratio & critical position that interviews defendants and performs risk assessments
11/08/02	1	8973A	Research Analyst I	Research Analyst III	P	Critical position & avoid out-of-class bonus	Approved	12/17/02	Promotion is in-lieu of out-of-class bonus (paid since 2/1/02)

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
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Probation (#17000) continued									
11/08/02	1	1140A		Senior Clerk	H	Critical position, vacancy will result in increased costs	Approved	12/17/02	Critical position that records daily timekeeping reports and processes timecards and avoids staffing by contract clerks
11/08/02	1	6065A		Tram Operator	H	Critical position, vacancy will result in increased costs	Approved	12/17/02	Critical position that loads, unloads, maintains and cleans tram cars & avoids overtime costs
11/21/02	1	8620A	Probation Director I	Probation Director	P	Critical position	Approved	12/16/02	Critical position - manages the Contracts Services Division
11/22/02	1	8595A		Crew Instructor	H	Critical position	Approved	12/16/02	Position is critical to department's operations by responding to work orders and performing inspections
11/22/02	1	8670A		Investigator Aide	H	Critical position	Denied	12/16/02	Vacancy appears manageable at 11%
11/22/02	1	2095A	ITC	Sec II	P	Critical position	Approved	12/16/02	Critical position that works for the Director twice a week and Division IV operations three times a week
12/06/02	1	2214A		ITC	H	Critical position & vacancy ratio	Approved	12/17/02	25% vacancy ratio & critical position that assists with gathering information to expedite claims for federal funds
12/06/02	1	8595A		Crew Instructor	H	Critical position	Approved	01/16/03	Critical position that enables equitable staffing among three halls at Central Juvenile Hall
12/06/02	1	2114A		ITC	H	Critical position & vacancy ratio	Approved	01/16/03	50% vacancy ratio & critical position that produces reports ensuring compliance with regulations and laws applicable to the housing of minors
12/06/02	1	2214A	Typist Clerk	ITC	P	Critical position	Approved	01/16/03	Critical position that is responsible for all Medi-Cal applications
12/06/02	1	2096A		Sec III	H	Critical position & vacancy ratio	Approved	01/16/03	100% vacancy ratio & critical position that is responsible for the administration of the office of the Assistant Superintendent at Barry J. Nidorf Juvenile Hall
12/06/02	1	2096A	ITC	Sec III	P	Critical position	Approved	01/16/03	Critical position that assists the Assistant Division Chief of the Information Systems Office & has been receiving out-of-class bonus
12/06/02	1	2201A		Transcriber Typist	H	Critical position & vacancy ratio	Approved	01/16/03	50% vacancy ratio
12/06/02	1	2331A		Warehouse Worker I	H	Critical position & revenue offset	Approved	01/16/03	Critical position that receives, stores and issues supplies and maintains/monitors inventory & LACMA will fund this position through 6/30/03 to mitigate layoff
12/13/02	1	0578A		Account Clerk II	H	Critical position	Approved	01/16/03	Critical position that is responsible for making timely payments to vendors/contractors
12/13/02	1	6763A		Institutional Helper	H	Critical position & vacancy ratio	Approved	01/16/03	100% vacancy ratio & critical position that performs light, unskilled work
12/13/02	1	2214A		ITC	H	Critical position	Denied	01/16/03	Vacancy appears manageable at 7%
12/13/02	1	2214A		ITC	H	Critical position	Approved	01/16/03	Critical position in the Long Beach Area Office that sends out supervision court reports, processes minute orders and handles all bench warrant pick up cases
12/13/02	1	2101A		Sr Sec I	H	Critical position & vacancy ratio	Approved	01/16/03	100% vacancy ratio at the Rio Hondo Area Office & critical position that tracks missing court reports, responds to court inquiries, and tracks subpoenas
12/13/02	1	2101A		Sr Sec I	H	Critical position	Denied	01/16/03	Previously approved request
12/13/02	1	2219A		Supvg Typist Clerk	H	Critical position & vacancy ratio	Approved	01/16/03	50% vacancy ratio & critical position that supervises clerical staff in processing admissions, releases, population balancing, key center and payroll and personnel
12/20/02	1	2214A		ITC	H	Critical position & vacancy ratio	Approved	01/17/03	25% vacancy ratio & critical position that fingerprints candidates for contracts and employment, issues identification cards, and inputs PE's into CWTAPPS
12/20/02	1	1334A		Payroll Clerk II	H	Critical position	Denied	01/17/03	Vacancy appears manageable at 20%

Hires-Approved	47
Hires-Denied	15
Promotions-Approved	12
Total	74

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Public Defender (#15200)

10/16/02	1	2901A		Investigator II	H	Critical position/vacancy will result in increased costs and service reduction	Approved	10/28/02	Provides support and reduces Investigator unavailability
10/25/02	2	2161A		LOSA II	H	Cost savings	Approved	10/29/02	Back-fill existing vacancies and replace contract clerical workers
12/10/02	10	9248A		Deputy Public Defender II	H	Critical position/vacancy will result in increased costs and service reduction	Approved	12/20/02	Back-fill resignations and retirements; avoids PD unavailability
12/10/02	7	9248A	Deputy Public Defender I	Deputy Public Defender II	P	Critical position/vacancy will result in increased costs and service reduction	Approved	12/20/02	Avoids increased PD unavailability
12/10/02	1	2901A		Investigator II	H	Critical position/vacancy will result in increased costs and service reduction	Approved	12/20/02	Back-fill position that is critical in defense preparation
12/10/02	2	2160A		LOSA I	H	Critical position & vacancy ratio	Approved	12/20/02	Replaces contract clerical workers; 25% vacancy ratio

Hires-Approved	16
Promotions-Approved	7
Total	23

Public Social Services (#25900)

10/02/02	13	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	11/04/02	Change of classification
10/02/02	1	1004A	Senior Analyst, CAO	HSA III	P	Administrative reassignment	Approved	10/02/02	Administrative reassignment - 90% subvended
10/08/02	200	9179A		EW II	H	Provides direct client services	Approved	10/18/02	Blanket approval through the remainder of the year for direct client service positions based on the specific need such as Bilingual need and projected attrition.
10/08/02	89	9051A	GAIN Services Worker	Social Worker	P	Provides direct client services	Approved	10/18/02	Blanket approval through the remainder of the year to reassign excess GSWs to fill critical vacancies in the IHSS program.
10/08/02	12	9058A	Social Worker	Social Svcs Supvr	P	Provides direct client services	Approved	10/18/02	Immediate operational need
10/15/02	1	8003A	Eligibility Supvr	Comm. Liaison Worker	P	Mission critical	Approved	10/16/02	Mission critical - 90% subvended
10/15/02	1	8003A	GAIN Services Worker	Comm. Liaison Worker	P	Mission critical	Approved	10/16/02	Mission critical - 90% subvended
10/21/02	21	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	10/22/02	Change of classification
10/25/02	9	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	11/07/02	Change of classification
11/08/02	1	9177A	EW II	EW III	P	Provides direct client services	Approved	11/20/02	Immediate operational need
11/08/02	1	9181A	EW III	Eligibility Supvr	P	Provides direct client services	Approved	11/20/02	Immediate operational need
11/08/02	8	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	11/20/02	Change of classification
11/18/02	12	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	11/19/02	Change of classification
11/19/02	1	1848A	AA II	DPT	P	Mission critical	Approved	11/26/02	Mission critical - 90% subvended
11/20/02	6	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	11/20/02	Change of classification
11/20/02	1	9179A	EW I	EW II	P	Paired Class	Approved	11/20/02	Paired Class - Required by MOU
11/20/02	1	9051A	Social Worker Trainee	Social Worker	P	Paired Class	Approved	11/20/02	Paired Class - Required by MOU
11/20/02	1	9152A	Wif Fraud Inv Trainee	Welfare Fraud Invest.	P	Paired Class	Approved	11/20/02	Paired Class - Required by MOU
11/20/02	12	9008A		Appeals Hearing Spec.	H	Provides direct client services	Approved	01/13/03	Immediate operational need
11/26/02	1	7980A	Eligibility Supvr	Program Assistant, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
11/26/02	1	7980A	EW II	Program Assistant, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
11/27/02	1	8022A	HSA I	HSA II	P	Mission critical	Approved	12/03/02	Mission critical - 90% subvended
11/27/02	1	8014A	HSA III	Division Chief, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
11/27/02	1	8014A	Budget & Fiscal Mgr.	Division Chief, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
12/04/02	13	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	12/12/02	Change of classification
12/04/02	8	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	12/12/02	Change of classification
12/05/02	5	9165A	EW II	GAIN Services Worker	P	Provides direct client services	Approved	12/09/02	Immediate operational need
12/05/02	32	2214A	Intermediate Clerk	ITC	P	Change of classification	Approved	12/12/02	Change of classification
12/04/02	1	7980A	Staff Assistant II	Program Assistant, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
12/04/02	1	7980A	Social Worker	Program Assistant, PSS	P	Mission critical	Approved	12/12/02	Mission critical - 90% subvended
12/11/02	1	0642A		Acctg Tech I	H	Mission critical	Denied	01/03/03	Non-critical
12/17/02	1	0668A	ASM II	Principal AST	P	Mission critical	Approved	01/21/03	Mission critical - 90% subvended
12/19/02	1	9181A	EW II	Eligibility Supvr	P	Provides direct client services	Approved	12/30/02	Immediate operational need
12/26/02	1	7980A	EW III	Program Assistant, PSS	P	Mission critical	Approved	01/03/03	Mission critical - 90% subvended
12/31/02	1	8021A		HSA I	H	Mission critical	Approved	01/03/03	Mission critical - 90% subvended

HIRING AND PROMOTION REQUESTS
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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial

Public Social Services (#25900) continued

Hires-Approved	213
Hired-Denied	1
Promotions-Approved	247
Total	461

Regional Planning (#19350)

07/17/02	1	2591A		Data System Analyst II	H	Implementation of intranet services	Approved	08/06/02	Critical need - provide responsive service delivery
08/01/02	5	4435A	Sr Regional Planning Assistant	Principal Regional Planning Assistant	P	Land Use Regulation Division - critical needs	Denied	08/23/02	Additional item control information not provided
08/01/02	5	4431A	Regional Planning Assistant	Sr Regional Planning Assistant	P	Land Use Regulation Division - critical needs	Denied	08/23/02	Additional item control information not provided
10/03/02	2	4449A		Case and Hearing Coordinators	H	Permit and land use operations - workload	Approved	10/24/02	Critical need - workload
10/03/02	2	4430A		Regional Planning Assistant II	H	GIS - Zoning Map Conversion (ZCIP) - critical project	Approved	11/07/02	Critical need - revenue offset
10/03/02	1	4430A		Regional Planning Assistant II	H	Zoning Enforcement - critical code enforcements	Approved	11/07/02	Critical need - revenue offset
10/22/02	5	4435A	Sr Regional Planning Assistant	Principal Regional Planning Assistant	P	Planning and Land Use Regulation operations - critical needs	Approved	10/24/02	Critical need - retain quality employees
10/22/02	2	4431A	Regional Planning Assistant II	Sr Regional Planning Assistant	P	Planning and Land Use Regulation operations - critical needs	Approved	10/25/02	Critical need - retain quality employees
10/25/02	1	2121A	Sr Mgmt Sec II	Executive Sec II	P	Critical secretarial support to the department head	Approved	11/26/02	Critical need
12/31/02	1	4456A	Supvg Regional Planner	Administrator, Regional Planning	P	Critical managerial support to vital operations	Approved	01/16/03	Critical need - support dept's Countywide Strategic Workforce Plan

Hires-Approved	6
Promotions-Approved	9
Promotions-Denied	10
Total	25

Registrar-Recorder/County Clerk (#11300)

09/30/02	110	1136A	Clerk, NC	Clerk	P	Critical need	Approved	11/26/02	Critical need & performing as temp employees over 1 year
10/21/02	1	0657A	Accountant III	Acctg Officer II	P	Critical need	Approved	10/24/02	Working out-of-class for over one year
10/21/02	1	0648A	Accountant II	Accountant III	P	Critical need	Approved	10/24/02	Working out-of-class for over one year
11/15/02	1	0913A	Staff Assistant I	Staff Assistant II	P	Critical need	Approved	11/21/02	Working out-of-class for over one year
12/11/02	2	1205A	Election Svcs Supvr	Head, Election & Doc Process Svcs	P	Critical need	Approved	01/28/03	Critical to address supervisory need
12/11/02	1	1205A	Sr Systems Aid	Head, Election & Doc Process Svcs	P	Critical need	Approved	01/28/03	Critical to address supervisory need
12/11/02	1	1205A	TBD	Head, Election & Doc Process Svcs	P	Critical need	Approved	01/28/03	Critical to address supervisory need
12/11/02	1	1203A	TBD	Election Svcs Supvr	P	Critical need	Approved	01/28/03	Critical to address supervisory need
12/11/02	1	1002A	Sr Systems Aid	ASM I	P	Critical need	Approved	01/28/03	Critical to address supervisory need
12/11/02	2	2585A	TBD	Sr Systems Aid	P	Critical need	Approved	01/28/03	Critical need
12/11/02	1	1842A		DPA	H	Critical need	Approved	01/28/03	Critical need - position added in 02-03 budget

TBD - To be determined

Hires-Approved	1
Promotions-Approved	121
Total	122

Sheriff (#15681)

09/20/02	6	2218A	Custody Records Clerk I, Sheriff	Custody Records Clerk II, Sheriff	P	Positions needed in the Inmate Reception Center to perform daily operations.	Pending		Pending review of additional information.
10/01/02	1	9968A	Commander	Division Chief	P	Critical to management operations.	Approved	10/24/02	Concur with Department justification.

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
10/01/02	1	2745A		Law Enforcement Tech	H	Critical to overall operations of Sheriff's stations.	Approved	10/08/02	Critical need - Responsible for essential functions in Sheriff's operation.
10/01/02	1	2217A		Custody Records Clerk I, Sheriff	H	Position needed in the Inmate Reception Center to perform daily operations.	Pending		Pending review of additional information.
10/11/02	2	1002A		ASM I	H	Critical position needed in the Contract Administration Unit.	Approved	10/23/02	Critical to Department's contract administration.
10/11/02	1	1002A	Operations Assistant III, Sheriff	ASM I	P	Critical position needed in the Contract Administration Unit.	Approved	10/23/02	Critical to Department's contract administration.
10/11/02	1	4229A		Contract Program Monitor	H	Critical position needed in the Contracts Monitoring Unit.	Approved	10/23/02	Critical to Department's contract administration.
10/23/02	6	2721A	Lieutenant	Captain	P	Critical to management operations.	Approved	10/24/02	Concur with Department justification.
10/23/02	3	9968A	Commander	Div Chief, Sheriff (UC)	P	Critical to management operations.	Approved	10/24/02	Concur with Department justification.
10/23/02	2	2723A	Captain	Commander	P	Critical to management operations.	Approved	10/25/02	Concur with Department justification.
10/24/02	1	0648A	Accountant II	Accountant III	P	Position directly responsible for billing contract cities.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Sr Clerk	Operations Assistant I, Sheriff	P	Position is revenue offset.	Approved	01/23/03	Revenue offset position.
10/24/02	1	1228A	WP II	Operations Assistant I, Sheriff	P	Position needed in the East Facility to maintain required supplies for inmate health and safety and to meet Title 15 requirements for inmate care.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed to fill critical vacancy in order to monitor the expenditures against the blanket purchase orders generated from two special funds.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1923A	Clerk	Employment Svcs Assistant I, Sheriff	P	Position needed to assist with increase in workload and backlog.	Approved	01/23/03	Concur with Department justification.
10/24/02	2	1924A	Employment Svcs Assistant I, Sheriff	Employment Svcs Assistant II, Sheriff	P	Positions needed to assist with increase in workload and backlog.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed to assist with increase in workload as a result of the April 2, 2002 Board motion directing County Departments to adopt a policy for the release of information under the Public Records Act.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Evidence & Property Custodian I, Sheriff	Operations Assistant I, Sheriff	P	Position needed to fill critical vacancy in the Inmate Reception Center.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Employment Svcs Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed to fill critical vacancy in the Inmate Reception Center.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed to fill critical vacancy in the Inmate Reception Center.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Law Enforcement Technician	Operations Assistant II, Sheriff	P	Position needed to fill critical vacancy within the Carson Sheriff Station.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Records System Clerk II, Sheriff	Operations Assistant I, Sheriff	P	Position needed to fully implement the Imaging Services Contract.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	0647A	Acctg Tech II	Accountant II	P	Position needed to perform accounting work dealing with miscellaneous fees and bail fines.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	0648A	Accountant II	Accountant III	P	Position needed to perform various accounting functions such as those that generate revenue through witness fees.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	9782A	Account Clerk I	Acctg Tech I	P	Position needed to perform various critical accounting functions.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Supvg Evidence & Property Custodian	Operations Assistant II, Sheriff	P	Position needed to perform vital functions at all Field Operations Divisions.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Records System Clerk III, Sheriff	Operations Assistant I, Sheriff	P	Position needed to provide administrative support to personnel in Medical Services Bureau.	Approved	12/20/02	Concur with Department justification.
10/24/02	1	1228A	Senior Clerk	Operations Assistant I, Sheriff	P	Position needed to provide administrative support to personnel in Medical Services Bureau.	Approved	12/20/02	Concur with Department justification.

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed to review and make recommendations on all civil claims received by the Lancaster Station	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1229A	Records System Clerk II, Sheriff	Operations Assistant II, Sheriff	P	Position needed to train users on the new Sheriff's Records Retrieval and Assembly System	Approved	01/23/03	Concur with Department justification.
10/24/02	1	0656A	Accountant III	Acctg Officer I	P	Position needed to work directly with the Medical Services Pharmacy Chief and staff to collect revenue from the State of California.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Sheriff Station Clerk II	Operations Assistant I, Sheriff	P	Position responsible for monitoring the weekly Title 15 orders for 9 Custody facilities.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	Sr Clerk	Operations Assistant I, Sheriff	P	Position responsible for overseeing budget for procuring all items needed to keep 23 emergency first responder boats in operational condition.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	2214A	Intermediate Clerk	ITC	P	Provide clerical support for the effective operation of the Child Abuse Detail.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	2214A	Intermediate Clerk	ITC	P	Provide critical clerical support to the Pre-Employment Unit.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	0656A	Accountant III	Acctg Officer I	P	Position to perform various accounting functions such as preparing all prisoner maintenance billings for federal contract.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1923A	Sr Clerk	Employment Svcs Assistant I, Sheriff	P	Position needed in the Employee Benefits Unit to provide assistance and advice to the Department's employees.	Approved	01/23/03	Concur with Department justification.
10/24/02	1	1228A	WP II	Operations Assistant I, Sheriff	P	Position needed to fill critical vacancy which, if not filled, would require removal of a Custody Assistant or Deputy Sheriff from a line position to assume the duties performed by this position.	Approved	01/23/03	Needed to assure that duties are performed without jeopardizing public safety.
10/24/02	1	1924A	Employment Svcs Assistant I, Sheriff	Employment Svcs Assistant II, Sheriff	P	Position needed in the Examinations Unit to effectively run the operations of the unit and assist with increased workload.	Pending		Pending additional information.
10/24/02	1	1924A	Employment Svcs Assistant I, Sheriff	Employment Svcs Assistant II, Sheriff	P	Position is responsible for administering professional staff open competitive and departmental examinations.	Pending		Pending additional information.
10/24/02	1	1924A	Evidence & Property Custodian III, Sheriff	Employment Svcs Assistant II, Sheriff	P	Position needed in the Examinations Unit to effectively run the operations of the unit and assist with increased workload.	Pending		Pending additional information.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed in the Professional Development Bureau.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed in the Professional Development Bureau to act as Course Coordinator for many classes offered by the unit.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed in the Employee Support Services Bureau to perform various administrative duties.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1229A	Law Enforcement Technician	Operations Assistant II, Sheriff	P	Position needed in the day to day operations of the Records and Identification Bureau.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1229A	Accountant II	Operations Assistant II, Sheriff	P	Position is essential to the general administrative support of the Accounts Payable Unit.	Pending		Pending additional information.
10/24/02	1	1229A	Communications Operator II, Sheriff	Operations Assistant II, Sheriff	P	Position is the Operations Manager for the Administrative Office of Communications and Fleet Management Bureau.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1229A	Operations Assistant I, Sheriff	Operations Assistant II, Sheriff	P	Position needed for an existing program within the Communications and Fleet Management Bureau.	Denied	01/23/03	Request to fill vacancy is not mission critical.

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
10/24/02	1	1229A	Sec V	Operations Assistant II, Sheriff	P	Position will provide administrative support for the Department's Legislative Advocate.	Denied	01/23/03	Request to fill vacancy is not mission critical.
10/24/02	1	1924A	Sr Sec III	Employment Svcs Assistant II, Sheriff	P	Position needed in the Special Projects Unit.	Pending		Pending additional information.
11/08/02	1	2117A	Mgmt Sec V	Sr. Mgmt Sec IV	P	Reclassification study by Department of Human Resources.	Approved	01/23/03	Concur with Department justification.
11/08/02	1	2117A	Executive Sec, Marshal	Sr. Mgmt Sec IV	P	Reclassification study by Department of Human Resources.	Approved	01/23/03	Concur with Department justification.
11/21/02	1	2241A		Records Systems Clerk II	H	Critical need to fill vacancy in the Information Retrieval Unit.	Approved	11/25/02	Concur with Department justification.
11/22/02	1	1002A	Operations Assistant III, Sheriff	ASM I	P	Critical position needed in the Contract Monitoring Unit.	Approved	12/12/02	Concur with Department justification.
11/22/02	1	2098A	WP II	Sr Sec III	P	Critical position needed in the Legal Advisory Unit.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	1004A	Assistant Hospital Administrator III	ASM III	P	Critical to managerial operations of the Public and Law Enforcement Services Section of Records and Identification Bureau.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	2596A	Data Systems Coordinator	Data Systems Supvr II	P	Position critical for the success of Electronic Communication Infrastructure.	Approved	01/23/03	Concur with Department justification.
11/22/02	2	4334A	Forensic Identification Specialist I	Forensic Identification Specialist II	P	Position needed at crime scenes to document, collect, and preserve evidence.	Approved	12/18/02	Concur with Department justification.
11/22/02	1	1138A	Intermediate Food Services Worker	Intermediate Clerk	P	Position needed to assist staff in the coordination and tracking of records and files in the Personnel Administration Division.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	1138A	Clerk	Intermediate Clerk	P	Position needed to perform various clerical functions including responding to a large number of subpoenas requesting Personnel and Payroll records based on employee divorces, lawsuits and etc.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	2098A	Sec V	Sr Sec III	P	Position needed to perform various secretarial functions for the Director of Financial Programs.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	2591A		Data System Analyst II	H	Position required to maintain several criminal databases used on a daily basis by thousands of law enforcement detectives throughout the County and the State.	Approved	01/23/03	Concur with Department justification.
11/22/02	1	2584A		Systems Aide	H	Position needed in the Los Angeles County Regional Identification System Support Desk.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/22/02	1	2098A	Secretary V	Sr Sec III	P	Position needed in the Personnel Admin unit	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/22/02	1	1850A	Sr DPT	Head DPT	P	Position needed to effectively run the Employee Service Center.	Approved	02/05/03	Concur with Department justification.
11/22/02	1	4331A		Criminal Lab Tech	H	Position needed to perform lower level duties.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/22/02	1	2098A	WP II	Sec V	P	Position responsible for performing secretarial and administrative duties at the Internal Affairs Bureau	Pending		Pending additional information.
11/22/02	1	2098A	Sheriff Station Clerk II	Sec V	P	Position needed to perform highly complex secretarial support to the Risk Management Bureau	Pending		Pending additional information.
11/22/02	1	2098A	Sheriff Station Clerk II	Sec V	P	Position needed to perform highly complex secretarial support to the W. Hollywood Station.	Pending		Pending additional information.
11/22/02	1	1551A	Evidence & Property Custodian I, Sheriff	Automated Fingerprint ID System Tech I	P	Position responsible for processing fingerprint identifications.	Pending		Pending additional information.
11/22/02	1	1555A	Automated Fingerprint ID System Tech II	Automated Fingerprint ID System Operations Supvr	P	Position will supervise, train and evaluate a team of Automated Fingerprint Identification System Technicians and clerical support staff involved in processing fingerprint identifications.	Pending		Pending additional information.

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DEPARTMENTAL REQUEST							CAO DISPOSITION		
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Sheriff (#15681) continued									
11/25/02	1	1230A	Operations Assistant II, Sheriff	Operations Assistant III, Sheriff	P	Position is revenue offset.	Approved	12/03/02	Position is revenue offset.
11/27/02	7	5337A	Staff Nurse, Sheriff	Sr Staff Nurse, Sheriff	P	Critical health and safety - provides professional nursing care to the inmates/patients within jail facilities.	Approved	12/04/02	Critical health and safety.
11/27/02	1	1404A	Sr. Medical Record Tech	Supvg. Medical Record Tech II	P	Critical health and safety.	Approved	12/04/02	Critical health and safety.
11/27/02	1	1404A	Medical Records Supervisor I	Supvg. Medical Record Tech II	P	Critical health and safety.	Approved	12/04/02	Critical health and safety.
11/27/02	1	2239A	Records System Clerk II, Sheriff	Court Records System Clerk II, Sheriff	P	Critical position needed in the Warrant Unit which is currently overloaded with increasing amounts of warrants issued in Los Angeles County.	Approved	01/23/03	Concur with Department justification.
11/27/02	2	6402A	Sr Cook	Head Cook	P	Critical positions needed to supervise cooks that prepare daily meals for inmates	Approved	12/04/02	Concur with Department justification.
11/27/02	1	0996A	ASM III	Assistant Director, Bureau Operations	P	Critical to activities and operations of the Fiscal Administration Bureau.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	0996A	ASM III	Assistant Director, Bureau Operations	P	Critical to activities and operations of the Personnel Administration Bureau.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2242A	Records System Clerk II, Sheriff	Records System Clerk III, Sheriff	P	Position needed in the Fingerprint Identification Unit.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2239A	WP I	Court Records System Clerk II, Sheriff	P	Position needed in the Huntington Park Branch and will be processing and preparing a variety of legal documents.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2239A	WP II	Court Records System Clerk II, Sheriff	P	Position needed in the Van Nuys Branch of Court Services West Bureau to assist with increasing workload.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	6480A	Electrician	Electrician Supvr	P	Position needed to effectively run the operations of the electric shop in the North Region.	Approved	12/04/02	Concur with Department justification.
11/27/02	1	0643A	Acctg Tech I	Acctg Tech II	P	Position needed to ensure prompt payment to vendors.	Approved	12/04/02	Concur with Department justification.
11/27/02	1	2704A		Community Services Assistant, Sheriff	H	Position needed to fill contractual agreement with the City of Pico Rivera.	Approved	01/16/03	Position is revenue offset and must be filled to meet contractual agreement with the City of Pico Rivera.
11/27/02	1	2704A		Community Services Assistant, Sheriff	H	Position needed to fill contractual agreement with the City of West Hollywood.	Approved	01/16/03	Position is revenue offset and must be filled to meet contractual agreement with the City of West Hollywood.
11/27/02	1	2245A	Court Services Specialist, Sheriff	Supvg. Court Records System Clerk, Sheriff	P	Position needed to manage the Civil Operation in a branch within Court Services Division.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2245A	Court Records System Clerk III, Sheriff	Supvg. Court Records System Clerk, Sheriff	P	Position needed to manage the Civil Operation in a branch within Court Services Division.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	0643A	Acctg Tech I	Acctg Tech II	P	Position needed to monitor grants awarded to the Department.	Approved	12/04/02	Concur with Department justification.
11/27/02	1	2247A	Supvg. Court Records Sys Clerk, Sheriff	Head Court Records System Clerk, Sheriff	P	Position vital to the clerical operations of both the Beverly Hills and Santa Monica Districts.	Approved	01/23/03	Concur with Department justification.
11/27/02	2	2244A	Records System Clerk III, Sheriff	Supvg. Records System Clerk, Sheriff	P	Positions needed to assist with increasing workload and backlog.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2243A	Court Records System Clerk II, Sheriff	Court Records System Clerk III, Sheriff	P	Position is directly responsible for assisting in the managing of the civil operation in the Rio Hondo Branch within Court Services Division.	Approved	01/23/03	Concur with Department justification.
11/27/02	2	2243A	Court Records System Clerk II, Sheriff	Court Records System Clerk III, Sheriff	P	Positions are directly responsible for the daily bank deposit and for training lower level staff.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2243A	Sheriff Station Clerk II	Court Records System Clerk III, Sheriff	P	Position is directly responsible for the daily bank deposit and for training lower level staff.	Approved	01/23/03	Concur with Department justification.
11/27/02	1	2239A	Sr Typist Clerk	Court Records System Clerk II, Sheriff	P	Position is directly responsible for processing and preparing a variety of legal documents which generate revenue.	Approved	01/23/03	Concur with Department justification.

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Sheriff (#15681) continued									
11/27/02	1	2242A	Records System Clerk II, Sheriff	Records System Clerk III, Sheriff	P	Position is needed for ongoing maintenance and support for the Consolidated Criminal History Reporting System (CCHRS) project.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/27/02	1	2242A	Records System Clerk II, Sheriff	Records System Clerk III, Sheriff	P	Position needed to supervise a unit responsible for processing backlogs or special projects.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/27/02	1	2241A	Records System Clerk I, Sheriff	Records System Clerk II, Sheriff	P	Position needed in the countywide Warrant System Operations Unit.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/27/02	1	2303A	Warehouse Worker II	Evidence & Property Custodian III, Sheriff	P	Position needed in the Scientific Services Bureau.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/27/02	1	6776A	Custodian	Custodian Working Supvr	P	Position needed to supervise six to eight female inmates responsible for housekeeping of Executive Offices of the Department.	Approved	02/05/03	Concur with Department justification.
11/27/02	1	2239A	ITC	Court Records System Clerk II, Sheriff	P	Position needed in the Real Estate Section.	Denied	01/23/03	Request to fill vacancy is not mission critical.
11/27/02	1	0996A	Manager II, Craft Operations	Assistant Director, Bureau Operations	P	Responsible for oversight of the day to day operations and assists in directing, administering, and managing the administration of the Department's facility building maintenance and alterations program.	Denied	01/23/03	Promotion above the allowable amount.
11/27/02	1	4333A	Criminal Lab Tech	Criminalist	P	Provide assistance with workload of DNA cases.	Approved	01/29/03	Concur with Department justification.
12/02/02	1	5286A	Supvg Staff Nurse I, Sheriff	Nurse Manager, Sheriff	P	Position needed to administer an assigned nursing unit.	Approved	12/09/02	Critical health and safety.
12/02/02	1	5516A	Pharmacist	Pharmacy Supvr I	P	Position supervises professional and support pharmacy personnel in the provision of pharmacy services to the inmate/patients in the Department's custody facilities.	Approved	12/09/02	Critical need - To ensure compliance with standards.
12/12/02	1	4799A		Dietetics Advisor, Sheriff	H	Position needed to obtain Correctional Treatment Center (CTC) licensure for Medical Services Bureau.	Approved	12/12/02	Critical need to meet CTC licensure requirements.
12/16/02	1	5338A	Sr Staff Nurse, Sheriff	Supvg Staff Nurse I, Sheriff	P	Position needed to obtain CTC licensure for Medical Services Bureau.	Approved	12/18/02	Critical need to meet CTC licensure requirements.
12/17/02	1	2329A	Warehouse Worker Aide (temp)	Warehouse Worker Aide	P	Position critically needed in Correctional Services Division's Food Services Unit.	Approved	01/23/03	Needed to relieve Senior Cook of these duties and return to main functions.
12/20/02	1	0658A		Acctg Officer III	H	Position needed in the Internal Audit Unit to perform various critical accounting functions.	Approved	01/23/03	Concur with Department justification.
12/26/02	14	1133A	Sheriff Station Clerk I	Sheriff Station Clerk II	P	Paired Class	Approved	01/10/03	Paired Class - Required by MOU
12/26/02	1	1133A	Sheriff Station Clerk I	Sheriff Station Clerk II	P	Paired Class	Pending		Pending review of additional information.
12/27/02	1	5338A	Staff Nurse, Sheriff	Supvg Staff Nurse I, Sheriff	P	Position needed to fill critical vacancy in Medical Services Bureau.	Approved	01/13/03	Critical need - Ensure health care of inmates.
12/27/02	1	2745A		Law Enforcement Tech	H	Position needed to perform various functions at the Avalon Station.	Approved	01/13/03	Critical need - Responsible for essential functions in Sheriff's operation.
12/30/02	1	1003A	Supvg Operations Assistant I, Sheriff	ASM II	P	Critical position needed to provide management and administrative support to the overall function of the Administrative Services Division.	Approved	01/23/03	Concur with Department justification.
12/30/02	1	1003A	Acctg Officer II	ASM II	P	Position needed to effectively run the operations of the Accounts Payable Unit.	Approved	01/23/03	Concur with Department justification.

Hires-Approved	11
Hires-Denied	2
Hires-Pending	1
Promotions-Approved	108
Promotions-Denied	14
Promotions-Pending	17
Total	153

HIRING AND PROMOTION REQUESTS
Fiscal Year 2002-03
2nd Quarter (October - December 2002)

DEPARTMENTAL REQUEST							CAO DISPOSITION		
Date Requested	No of Positions Requested	Item & Sub No	Classification From	Classification To	H = Hire P=Promote	Justification	Approved/ Denied	Date of Approval/ Denial	Reason for Approval/Denial
Treasurer and Tax Collector (#10950)									
10/23/02	1	2595A	EDP Prog Analyst II	Data Systems Supvr I	P	Incumbent acting on the position for 11 months	Approved	11/07/02	Incumbent is the dept's webmaster & has been acting on item for 11 months.
10/23/02	1	1483A	Deputy Public Conserv/Admin II	Sr Deputy Public Conserv/Admin	P	Critical supervisory vacancy due to retirement	Approved	11/07/02	Position is 100% revenue offset
10/23/02	1	1480A		Deputy Public Conserv/Admin I	H	Critical workload vacancy due to retirement	Approved	11/07/02	Position is 100% revenue offset
10/23/02	1	1849A		Sr DPT	H	Position became vacant due to transfer	Approved	11/07/02	Critical duties for compliance with DHR examination requirements
11/21/02	1	1138A		Intermediate Clerk	H	To replace incumbent who transferred to another department	Approved	12/19/02	50% vacancy rate
11/21/02	1	1480A		Deputy Public Conserv/Admin I	H	To avoid backlog in referrals from the Coroner and the Department of Health Services	Approved	12/19/02	To avoid backlogs as DPC's generate estate fee revenues from their investigations
11/21/02	2	2096A		Sec III	H	Critical need for secretarial support	Approved	12/19/02	Critical need
11/21/02	1	6042A		Acctg Tech I	H	Critical to ensuring that replicate refunds are issued	Approved	12/19/02	Refunds have to be processed within the statutory mandated time to avoid interest
11/21/02	1	0527A		Assistant Operations Chief, TTC	H	Critical supervisory vacancy	Approved	12/19/02	Critical supervisory vacancy
11/21/02	1	0647A	Accountant I	Accountant II	P	The incumbent is on the promotional list and reachable	Denied	12/19/02	Not justified as mission critical
11/26/02	1	1372A		Chief, Tax Services	H	Critical need for tax expert to develop new legislative proposals	Approved	12/04/02	Critical need - 4th step placement for candidate with 14 years of tax experience at the State level
11/26/02	2	0889A		AA III	H	Incumbents transferred to other departments	Approved	12/05/02	This Division compiles and monitors the annual budget & 32% vacancy rate
12/23/02	1	0890A		Contract Analyst, TTC	H	To fill the vacancy of an incumbent who transferred to another department	Approved	12/23/02	33% vacancy rate

Hires-Approved	12
Promotions-Approved	2
Promotions-Denied	1
Total	15

Summary Total	
Hires-Approved	885
Hires-Denied	82
Hires-Pending	14
Promotions-Approved	872
Promotions-Denied	125
Promotions-Pending	30
Total	2,008